

A black and white line drawing of a person's face, partially obscured by a large, red, stylized text overlay that reads "SURVIVAL 1980". The drawing is done in a sketchy, expressive style with heavy black lines. The person's eyes are closed or looking down, and their mouth is not clearly defined. The red text is bold and slanted, with a distressed, stencil-like texture. The background of the drawing shows some architectural elements, like a window frame or a door, also rendered in a sketchy style.

# Examination RESULTS

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# SURVIVAL 79~80

*Survival* is more than just a guide to surviving. It is our way of welcoming you to Carleton. By including all the information we can, we hope to make your year a little smoother.

In writing *Survival*, we have learned a lot about time and change. Most of what is new, we have tried to include. Many others, we couldn't fit into our limited space.

If you have a chance, please tell us about some of the things you think should have been included. We may never find out about them unless you let us know.

Finally, *Survival* this year is dedicated to an important person and an important place, neither of which will be here to welcome you themselves. The first is Dr. John Porter, an outstanding scholar and past Vice-President of Carleton, who died this summer. The other is St. Patrick's College which will be closed this year after half a century and which was always more than just a name.



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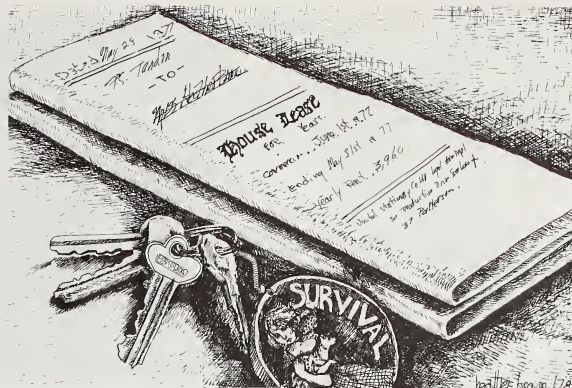
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**Academic Advice** Academic advice is not so much a rare as a complex commodity at Carleton. For an over-view of what is available see "Counselling". In addition, do not neglect the opinions of fellow students: often they can tell you more about a prof, the difficulty of a course or employment opportunities after a given programme than the official advice-givers. Expect opinions to differ, of course. Few of us share identical tastes.

For specific information on a programme, see the Chairperson (or Undergraduate Advisor) of the Department concerned. If your Department agrees you can meet the requirements for graduation in any way not clearly specified in the *Calendar*, have them put their permission in writing. This can save you lots of worry later on.

For information on University or Faculty regulations and their application, try your Faculty Registrar's Office. Make an appointment to see some of the people listed below especially if your decision is significant (i.e. involves an appeal, a lot of money, staying in a programme, possible failure, etc.). Casual advice from a clerk (or an instructor, for that matter) can be unintentionally misleading. It won't help,

afterwards, to say someone (but you don't remember who) gave you poor advice.

Here are some good people to talk to about academic rules and regulations:

**Arts and Social Sciences:** Jim Jackson (Registrar), Carole Dence (Assistant Registrar), Muriel Foulger or Joel Nordenstrom (Counsellor/Records Officers.) Telephone: 231-6690. (Room 312, Paterson Building.)

**Science:** Ruth Lifeso (Registrar). Telephone: 231-5571. (Room 212 Herzberg Building.)

**Engineering:** Bill Goss (Registrar), Susan Cotter (Assistant Registrar). Telephone: 231-4313. (Room 353 McKenzie Building.) (N.B. For Architecture and Industrial Design contact the respective schools directly.)

**Continuing Education:** Keith Alnwick (Registrar). Telephone: 231-6660. (Room 302 Administration Building.)

**Graduate Studies:** Carl Amberg (Dean), Andrew Brook (Associate Dean), F.J. Corkran (Assistant to the Dean). Telephone:

231-4403. (Room 215, Paterson Building.)

**Addresses** It may seem obvious, but lots of people forget to leave a current address with the University when they move, or leave town for the summer or when their parents' address changes. The result is that you may not get your marks, or the notice threatening deregistration or the material with which to pre-register in your courses next Spring.

When you move or when you leave town for the summer (or graduate), take a moment to drop in at your Registrar's Office.

**Apartment Hunting** In the past, surveys of student housing have shown that listings in the Ottawa newspapers and information from friends are the most popular means of finding accommodation. Don't forget that Ottawa has a French language daily (*Le Droit*) as well as two English language newspapers. Listings in the University Housing Office (located on the second level of the Residence Commons Building) and information from notice boards around campus may also be useful. If you use a rental agency, make sure you

know exactly what services you will be getting for the money you pay.

Deciding on the kind of accommodation you want is up to you. The debatable merits of high rise vs. low rise housing, single vs. group lifestyles, and the best locations in Ottawa are beyond the scope of this article. What follows are some hints on what to watch out for and how to cover yourself from potential problems which may arise after you move in.

**Inspecting the Premises** Once you find a place whose general layout seems acceptable, there are several things to check which seems obvious but are frequently forgotten.

- Find out who pays for utilities.
- Check the water pressure, presence or absence of shower and hot water.
- Inspect the refrigerator and stove. Be sure the freezer freezes and all the burners and the oven operate. Check to see that the landlord agrees she/he is renting an "equipped" unit — not just letting you use a stove and fridge abandoned by previous tenants. Once the landlord accepts this responsibility, repairs and maintenance are his or her obligation (unless the damage is the





- result of your carelessness).
- Look to see if there is a control for adjusting the temperature. Ottawa winters are very cold.
- See that there is adequate storage space.
- Find out if parking is included in the rent. If not, find out how much it costs, where it is, and who is responsible for snow removal.
- If you are looking at an entire house, find out who pays for heating and how much it costs. Don't take the landlord's word on this. If she/he doesn't pay for it, she/he probably doesn't know or care about the costs. Find out, if possible, from the heating company or previous tenants. If you are responsible for heating, make sure the house has storm windows. It is not unusual for the heat bill, in large houses, to increase your monthly rent by one-third or one-half in the winter.
- Ask other tenants, if possible, about the willingness of the landlord to make repairs, whether the building has cockroaches or other vermin and noise (both their experience with and tolerance of the above).

**Making an Agreement** Most important, if

you have any doubts: **GET IT IN WRITING!** This includes a condition report, any agreement on the landlord's part to paint or make necessary repairs, provision of parking, and responsibility for utilities and heat. This can take the form of a lease, a separate agreement or an "addendum" to a lease.

**Agreement to Lease** Realty companies and other landlords may ask you to sign an agreement to lease. Read this carefully. Often, *an agreement to lease may bind the tenant but not the landlord.*

**Monthly Tenancies** To vacate a house or apartment under this kind of agreement, the tenant is obliged to give 60 days notice *in writing* from the date on which rent is due. Rent increases, for a monthly tenancy, are subject to all the conditions of Rent Review. Similarly, the tenant has the same "security of tenure" as she/he would have under a written lease. To terminate, the landlord must give 60 days written notice *with reasons clearly outlined.* Reasons which would be acceptable include personal use of the unit by the landlord or a breach of obligations by the tenant (e.g. damage, consistent late payment or non-

payment of rent, etc.).

**Lease** A lease is a legal contract binding both the landlord and the tenant for the period in force. Read it carefully before you sign. If you want someone to help you look over the lease, there are legal clinics in Ottawa happy to oblige at no cost. (See "Legal Advice and Assistance" and "Ombudsman's Office")

Just because a lease is a legal-looking printed document, don't be tricked into assuming that it is an all-or-nothing proposition. Negotiate. Any additional agreements can be written into the lease with the consent of both parties.

**Appeals** Do not be scared off by the length of this article: you may never need to appeal an academic or administrative decision. On the other hand, if you feel an injustice has been done or the facts overlooked, try to make your case heard. It is possible that you will win; at worst you will get reasons for a decision against you. In either case, you may feel more comfortable with yourself for having tried.

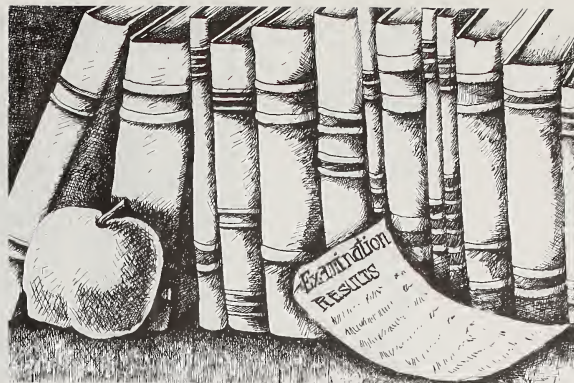
**Academic Appeals** The most crucial sort of

appeal can be an academic one; after all, an academic education is the reason why we are all here. Usually it is best to begin informally by talking to your instructor. If it is a problem you share with other students, discuss it and work as a group. If it remains unresolved, meet with the Chairperson of your Department (or Director of a School). She/he can often mediate between you and your instructor. If you would like an impartial person present, call the Office of the Ombudsman (231-6717).

Informal solutions are effective because they avoid "win-lose" situations, hostility and conflict. If the informal route breaks down or if your appeal is an individual one against University wide Senate rules or a Faculty regulation, you have recourse to formal appeal procedures.

In some cases, your appeal may go to the Faculty Board but the majority of formal academic appeals go to the Committee on Admissions, Studies and Appeals in your Faculty. The equivalent for Special students is the Special Student Policy and Appeals Committee care of Continuing Education. In other cases, address your letter to your Faculty Registrar's Office. (See "Registrars' Offices" for names and phone numbers.)





The Committees are empowered to interpret academic rules, to allow an exception to a rule and to review the administrative application of a regulation. Included are the rules governing standing, probation, graduation, withdrawing, and permission to continue registration. The Committees cannot help if you are appealing a penalty or disciplinary action (e.g. for plagiarism or cheating on an exam.) See *"Judicial System"* for procedures in such cases. For problems with grading, see *"Review of Grades"* below.

Before you appeal to the Committee, read the *University Calendar*. Then make an appointment to talk to the Registrar or Assistant Registrar or Records Officer/Counsellor. Do not settle for a chat with a clerk behind the desk.

Some appeals are routine, e.g. a request to withdraw retroactively if you have been in traction for two months. Others are more complicated or doubtful. If the Registrar's Office is pessimistic about your chances, try calling the Office of the Ombudsman.

The Committees currently meet "in camera". In other words, your appeal will be totally in writing. You cannot attend either alone or represented by anyone else.

You cannot speak to the Committee in person. No students are allowed to sit on the Committee. There are proposals to review this procedure. Call the Students' Association (231-4380) to find out more about them.

If your appeal is not allowed, the final body for academic matters is the University Senate. On occasion, in the past, students have been accorded appeals by Senate. Check with the Ombudsman's Office for details on procedures.

**Review of Grades** Grading is very much up to the individual instructor. The University is hesitant to interfere with academic freedom. However, there are some general guidelines e.g. it is Senate policy that you know fairly precisely how your grade will be determined (weighting on exams, essays, labs, class participation, etc.) before the last date for changing courses. (See *"Course changes"*.) Clerical or arithmetical errors also crop up frequently.

Some departments insist on a formal review of grades where you fill out a form at the Registrar's Office and pay \$10. Others do not. Some ensure that one or two other instructors will review your work. A

few almost never intervene in a professor's personal judgement. Since there are over 30 Schools and Departments, the variation is wide. Begin informally, by talking to your professor. If you are not satisfied, see the Chairperson of your Department. If you are still unhappy, talk to the Dean of your Faculty. If you encounter serious resistance, call the Office of the Ombudsman.

Substantive errors in grading are rare but not impossible.

**Administrative Appeals** If your appeal is against a penalty (e.g. a fine) see also *"Judicial System"*.

**Athletics** complaints go to Keith Harris, the Head of Athletics (231-2646). If a policy is involved, try the Athletics Board whose student reps can be contacted through Athletics or the Students' Association (231-4380).

**Bookstore** complaints go to Philip Gore, the Bookstore Manager (231-6616). Students on the Bookstore Committee may be contacted through the Students' Association.

**Business Office** problems should be directed first to Sam McAdam (231-3762) who is in charge of Student Accounts Receivable. If not resolved, try Ron Lahey, the University's Chief Accountant (231-3604).

**Food Service** complaints should be directed to Dick Brown, Director of Housing and Food Services (231-2785) if the Manager of the facility involved can't help. Again, students sit on the policy committee and can be contacted through the Students' Association.

**Library** problems with circulation should be directed first to the desk and then to Diane Gavin, Head of Circulation (231-2750). For further appeals, try the Assistant Chief Librarian or call the Ombudsman's Office. There is a Senate Library Committee whose student members can be reached through the Students' Association.

**Parking** fines and grievances should start with Marshall Stephens, Traffic Supervisor (231-2718). To appeal further, call the Ombudsman's Office and, again, student members of the Parking Committee can be



contacted through the Students' Association.

Residence complaints can often be resolved informally with the help of Floor Reps or Residence Fellows. There is a formal Residence Judicial Committee for resident-to-resident (student-to-student) problems. Procedures are detailed in *Communitas*, the Residence handbook. The Dean of Student Services (Room 501 Unicentre, 231-3723) can often be helpful in resolving Residence disputes.

**Students' Association** operations can give rise to grievances from students using a facility or working part-time or who feel their concerns are not being equally represented. Complaints about services should go to the Area Manager and, if unresolved, the General Manager, Gordon Seale, at 231-4380. For problems in part-time hiring, see the Office of the Ombudsman. If policy is involved or a complaint not rectified, talk to the President (Kirk Falconer), or a member of the Executive or Council.

This is your association, so remember you can always take a proposal directly to the Students' Council (the basic decision-

making body) and participate equally in the debate. You cannot vote, however, unless you have someone's proxy for the night or, of course, run for a seat. By-elections take place in October and General Elections in February. Get involved.

**Last Words** For more on appeals, see "Judicial System", "Rules and Regulations", "Exam Rules" and "Plagiarism". You should have an idea, by now, that appeals and grievances are not very systematically or centrally resolved. The system does have flexibility however. The Office of the Ombudsman can always try to sort out procedures and represent you if you have a case to make. Often an individual Dean or one of the two Vice-Presidents of the University (James Downey and A.B. Larose) will be willing to help you. Or you can try our brand new University President, William Beckel (Room 601, Administration Building, 231-4301.) Do not be intimidated. They are human, too.

**Arrest and Bail** Unlike all those American television shows we watch, the police in Canada have no obligation to

"read you your rights" when they stop, question or arrest you. It becomes all the more important, then, to know what your rights are ahead of time.

Nevertheless, remember the police are human. It helps to be co-operative. Common sense (as well as some recent case law) suggests you might have an obligation at least to identify yourself by name and address. On the other hand, the police have a strict responsibility to identify themselves to you by name (if you so request) and to carry their badges to identify themselves.

A police officer cannot detain you without lawful grounds. Her/his reasonable suspicion that you may be in possession of illicit drugs or weapons constitutes such grounds.

If a police officer asks you to come down to the station for "further investigation", you should ask if you are under arrest. If not, you have no obligation to go. Again you should use some common sense. If you have actually witnessed or been involved in a crime, your statement will be needed and (eventually) you will probably have to provide it. It may be better to postpone making such a statement until you have some legal advice. This, too, is your right.

A police officer must have reasonable

grounds to believe a person has committed or is committing a crime in order to make an arrest. When a person is arrested, the arresting officer must specify, if asked, that an arrest is being made and for what reason. If you are arrested and taken to the station, you do not have to answer any questions initially except to give your name and address. However, anything you do say may be admissible as evidence against you in a subsequent trial.

If you think you are being arrested falsely or with unnecessary force, try to stay calm. Express your objections to the officers responsible and, if at all possible, to any other officers or third parties who may be in the area. Take their names, if you can. Ask to contact a lawyer and explain the situation to her/him.

Once arrested, you do not have to answer any questions until your lawyer arrives. You have the right to make any reasonable number of phone calls to contact a lawyer or a relative.

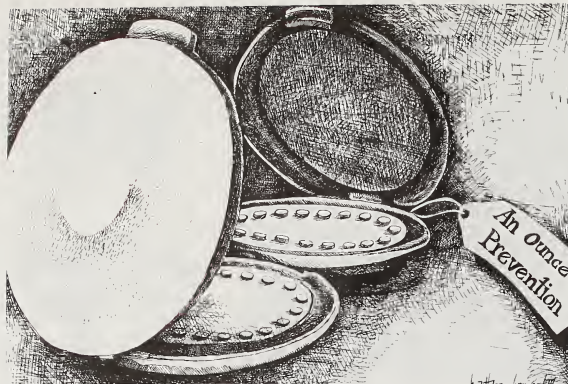
If, after questioning, the police feel there is enough evidence, they charge the arrested person. If not, the person under arrest must be released.

A large number of offences allow the accused, once charged, to be released im-









sible adult life, no one method is suitable for everyone. Consider the methods available, your own preferences and perhaps those of your partner and make a decision on what is best for you.

**Birth Control Pills** are made of synthetic hormones (estrogen and progesterone) which inhibit ovulation. They are taken daily in 21 or 28 day cycles. You must have a complete doctor's examination since a family history of diabetes or a personal history of asthma, epilepsy, jaundice, blood clotting or severe depression may mean the pill is inappropriate for you. Stay in touch with your doctor about any side-effects. Switching to another brand may help. In any case, don't write off a problem as unimportant until you check it out.

**I.U.D. (Intrauterine Device)** is a small object inserted in the uterus where it creates a "hostile environment" which prevents pregnancy. There are two types: physical (plastic or stainless steel) and chemical (copper or progesterone). Chemical I.U.D.'s may require annual replacement. An I.U.D. must be inserted by a doctor. Some initial pain (cramping) is common. If you experience extreme pain, however, go

to your doctor or to a clinic or hospital immediately. I.U.D.'s have strings attached (literally, not figuratively). You should check the string monthly to make sure the I.U.D. is in place.

**Condoms and Spermicidal Foam** may be used separately, but their effectiveness is vastly increased when used together. Both can be purchased without prescription in any drug store. The condom is a rubber sheath unrolled over the erect penis before intercourse leaving a half inch space at the end. The idea is to make sure no seminal fluid escapes into or around the vagina. *Never* use vasoline or petroleum jelly with a condom as it destroys rubber and *never* try to re-use a condom or to use one that has any appearance of damage or tearing. Spermicidal foam may be applied up to one hour before intercourse. When you buy foam for the first time, make sure an applicator is included.

**Diaphragm and Spermicidal Jelly** are always used together. The diaphragm is a flexible rubber-covered spring inserted inside the vagina before intercourse. Diaphragms come in various sizes.

**Basal Thermal Method** involves extensive charting of body temperature and some days of abstinence each month. Serena, 55 Parkdale (749-6713) is a local organization devoted to this method. The decision is yours, but the method does involve serious rates of risk for young women with irregular menstrual cycles or for couples lacking sufficient commitment.

**Effectiveness Rates** Rates of effectiveness are double-edged. The following list provides the theoretical number of pregnancies per 100 women during the first year of use and in the brackets following, the average number during actual use. Draw your own conclusions.

Birth Control Pill	0.34 (4-10 average)
I.U.D.	1 to 3.0 (5 average)
Condom & Foam	1.0 (or less) (5 average)
Diaphragm & Jelly	3.0 (17 average)
Condom alone	3.0 (10 average)
Foam alone	3.0 (22 average)
Coitus Interruptus	9.0 (20-25 average)

**Coitus Interruptus** or withdrawal of the penis before ejaculation is one birth control method this writer cannot recommend. It is possible for sufficient seminal fluid to

escape to cause pregnancy. It is probably better than nothing. However, nothing is not the only other option as there are any number of ways to express affection through physical contact and to give and receive pleasure other than intercourse itself.

**Sources** of this article include *Contraceptive Technology* (9th Edition) and *Our Bodies, Ourselves*. At the Peer Counselling Centre, you may take a look at these and other material.

**Bookstore** Carleton's Bookstore (2nd Floor, Southam Hall, 231-6616) supplies course texts and related study materials as well as stationery, records, school rings, T-shirts, crested products, bus tickets and passes.

All books carried in the Bookstore are listed in alphabetical order by title and author in computer printed listings found at the Book Information Desk. The computer listings give title, author, publisher, selling price and location in the bookstore. If you can't locate a book, the staff can help.

Keep the sales receipt you receive from



the cashier. Return and refund policies are posted at each cash register. Familiarize yourself with them.

A deposit of \$3.00 enables you to order any book not carried as regular stock and a deposit of \$1.00 (non-refundable) allows you to reserve a copy of an out-of-stock text book.

The Carleton Bookstore buys and sells your used books. Selling prices for used course books are somewhat less than for new books. (*Submitted by the Carleton University Bookstore*)

**Editorial Note** If you find the Bookstore is out of stock or has not received its publisher's shipment of a particular book you need for a course, don't despair. There are a number of good bookstores in Ottawa, e.g. the Ottawa U Bookstore, Shirley Leishman's (downtown), Prospero Books (Billings Bridge and downtown) and Octopus Books (Bank Street). Phone and find out if they have what you need. Second-hand bookstores are also worth a try for older texts — at greatly reduced prices. There are 3 of them on Bank Street between First and Fifth Avenues — as well as a number of others scattered around Ottawa. Note, too, that many off campus

bookstores do not charge a deposit on books ordered on your behalf. Second-hand bookstores may be able to search for rare or out-of-print books for you, again usually without a special charge.

**Bus Transportation** OC Transpo (741-4390) is Ottawa's public transit system. (You can find it as the third item under "O" in the telephone directory. Don't look for a full name: "OC" is it.)

If you take the bus more than eight times a week, definitely get a bus pass. It will save you money. Go to Carlingwood Shopping Centre or downtown to 294 Albert Street at Kent (741-4390) to get your picture taken for the "personalized section" of your pass but remember the Albert Street office is only open on weekdays and only during regular office hours.

Buses on campus are the 7, 77, 85 and 86; the number 4 stops at the edge of the campus at the corner of Bronson and Sunnyside. These (and most other buses) change their routes (and times) drastically on Sundays. For information on Sunday "Orange Bus Routes" call 741-4390. They can also provide regular route information and timetables. At Albert Street, you can

pick up printed schedules for any of the bus routes. Some are also available at the Bookstore in Paterson Hall (see "Bookstore") but, of course, you won't be the only one looking for a bus schedule in September.

OC Transpo has an exact fare policy. Fares can be paid by cash (60 cents); or tickets (6 for \$3 — a slight saving) or by showing a bus pass (\$16 for an unlimited number of regular rides during a single calendar month). Don't be distracted by "student fares" by the way. They apply to high school and elementary school students under eighteen.

OC Transpo also has an express service and dial-a-bus service, Tele Transpo, for those of us who live in suburbia. They are subject to a 15 cent premium or you can get unlimited service for these and regular buses with an OC Unipass at \$20.00.

While the photographic I.D. portion of both kinds of bus pass must be purchased (or replaced if lost) in person at Albert Street or the Carlingwood Shopping Centre, the monthly pass portion can be picked up at many corner stores, department stores and so on around Ottawa. On campus, you can buy them (as well as tickets) at the Bookstore and at The Store (4th floor

Unicentre). Tickets, but not passes, can also be purchased at Glengarry House (Residence).

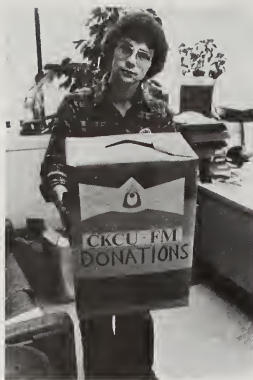
OC Transpo's Lost and Found is located at 1500 St. Laurent Boulevard. Enquiries about lost articles can be made at 563-4011.

While somewhat addicted to "cute" advertising schemes, OC Transpo has improved its service greatly in the last few years. If you have a complaint (about lack of service or a change in service) send them a polite but firm letter. Also contact your city Councillor (phone the City of Ottawa for her/his name and phone number). Your Students' Association (231-4380) is lobbying for reduced fares for university students and/or other low income people. If this interests you, contact them.

**Business Office** The Business Office (3rd level, Administration Building, 231-3762) is responsible for ID Cards, collecting fee payments and fines. It not only collects money, it hands some out — bursaries, scholarships and student aid cheques.

If you lost your ID card and have checked the Library and Lost and Found, the Business Office will make another for





you for \$2.00.

Until last year, the Business Office also mailed out income tax certificates (for tuition and full-time school attendance) to use on your or your parents' income tax return. Last year, they tried to hand them out instead. This year, they may try distribution at Carleton again. For anyone who is graduating in January (or who otherwise will be away), we suggest contacting the Business Office early (December wouldn't hurt) and leaving a forwarding address. The rest of us will just have to keep reading *The Charlantan* or tuning in to CKCU.

If you need replacement certificates for earlier than the current year, they can be supplied on request. Give the computer some time to process your form, as well, if you've lost or misplaced it for the current year.

The Business Office charges a \$5.00 penalty for cheques returned NSF. They also let the Registrar's Office know if you are in debt to the university. The university will, with regard to "delinquent accounts", seal your file i.e. no marks or transcripts until the account is settled. If you owe tuition fees you could be de-registered. If you cannot come up with the money right away but will be able to at some point, you can

usually work something out by going to see the Business Office. Ask for Mr. McAdam.

To contact you about such things as delinquent accounts or an incorrect fee assessment (which may even be in your favour), the Business Office needs to have your current address. Such items as tax certificates or last payment due notices will never reach you otherwise. So, help the Business Office along by up-dating your phone number and address as soon as you can. Fill out a form at your Faculty Registrar's Office. (See "Registrars' Offices".)



**CKCU - Radio Carleton 93.1 F.M.** Live, creative and alternative are the watchwords for the most interesting radio available in Ottawa. Broadcasting in stereo 24 hours a day, Radio Carleton (5th Floor Unicentre, 231-4498) has a power of 12,000 watts and a coverage area of 50 miles in every direction.

CKCU-FM is a part of Carleton Univer-

sity that you can take home with you every night. Through music and spoken word programming, CKCU offers you an alternative look at our own Carleton community as well as the wider Ottawa community. Our music programming is the most diverse available including traditional jazz and folk, blues, classics, rock of all varieties and ethnic. The spoken word programmes are equally varied with shows on sports, the arts, women, international politics, science, ecology and more.

However, the programming is just the audible aspect of CKCU. Without the ideas and the creative spirit provided by over 130 volunteers, 93.1 FM would just be dead air. The staff at CKCU is composed primarily of Carleton students and professors from every faculty and school on campus. If you've been looking for a creative outlet, Radio Carleton can offer you training in the methods, skills and techniques of radio broadcasting in return for your time.

Radio Carleton is owned and operated by the students of Carleton, but because of the high cost of running an FM radio station, we depend upon our listeners for donated financial support. In November of 1978, Radio Carleton's listeners proved their loyalty by providing nearly 20% of

the station's operating costs in a public donations drive. Students themselves contribute up to half of the operating budget.

Radio Carleton is located on the fifth floor of the University Centre. You are always welcome to come up and visit. Maybe you'll stay a while. (Submitted by CKCU)

## CUSA Education and Research Office

The Education and Research Office (Room 401 Unicentre, 231-7158 or 231-4380) is a focus for much of the political, educational and community work carried out by students on campus.

The Office is a research and organizing centre for student issues such as unemployment, access to post-secondary education, housing, tuition increases and cutbacks. The Office also publishes the annual *Course Guide* (see "Publications").

The two full-time researchers, Barb Bailey and Randie Long, are involved in media relations and liaison between CUSA and many groups on and off campus, e.g. the National Union of Students, the local Social Planning Council, Carleton's faculty and staff Unions and other labour, community and political organizations.





Additional part-time staff are often needed for research projects or the *Course Guide*. Students are invited to drop by, between noon and 5 p.m. on weekdays. (Submitted by the Education and Research Office)

**Chaplaincy** Our purpose is to share with others experiences, insights, friendships and our faith. We try to be available most times at T28, T30 Tory Tunnel (across from the Post Office) or Room 1501 Arts Tower.

Study and discussion groups, community projects and development education, special speakers and seminars, marriage preparation, instruction in the faith, religious service and special events are also part of the scene. We welcome and appreciate interfaith dialogue and enquiry in any area of religious or ethical concern. We also have connections with organizations or resources for which you may be looking on campus, as well as with churches and religious groups in the Ottawa area.

A part of the campus ministry is found at Newman House, 1061 Bronson Place. Michael, the Roman Catholic chaplain, lives there with a few students for whom

there is very limited accommodation. The house is open to all as a drop-in centre and can accommodate smaller groups who wish to meet there.

Our phone number at Carleton is 231-3646 (Bill and George) or 231-3673 (Michael). Home phone numbers are: George 722-9426; Bill 825-4539; Michael 237-5616. (Submitted by the Chaplaincy)

**Collection Agencies** If you are being hassled by a collection agency, you should remember that you do have some rights. Ontario agencies (but not the in-house collection departments of large firms) are governed by legislation (e.g. the Credit Reporting Act).

A collection agency has the right to contact you by mail or by phone, at a reasonable hour, just like a private creditor. If you feel they have a "true bill" (i.e. that you do owe them money) you may pay them. If you don't have enough money, remember you are entitled to negotiate. Some agencies buy debts for a set sum; others get a percentage of what they collect. In either case, going to court is an added expense on their part as well as time-consuming (especially for debts over

\$1,000 which cannot proceed to small claims court unless they are reduced to the \$1,000 ceiling). The best thing to do is to make an offer of what you can (honestly) re-pay. If it isn't accepted, put it in writing. If the debt is for a Canada Student Loan (the loan portion of the majority of provincial student aid programmes) and the collection agency won't co-operate, contact the Canada Student Loans people (994-1866) and your Member of Parliament.

The moment you ask a collection agency to take you to court or leave you alone, they are under a legal obligation to do so. Phone calls and letters after this point, or calls in the middle of the night or to your employer or any other unreasonable activity on the agency's part should be reported to the provincial Ministry of Consumer and Commercial Relations (725-3679). They should act on your complaint.

If you are really head-over-heels in debt, and want to dig yourself out, contact the Credit Counselling Service (187 Bay Street, 236-3637). While you may have to wait some weeks for an interview, they can provide genuine, concrete help in resolving your debtor-creditor problems.

If, on the other hand, your debts seem

likely to land you in court, definitely get representation. For sources of legal help see "Legal Aid".

## Community Information Centre

The Centre (at 377 Rideau Street) provides information on just about every organization in the broad field of community resources including legal, health, educational, counselling, recreational and social services. The Centre publishes a *Directory of Community Services* which is invaluable if you are involved in social services. The Directory costs about \$4.00; the information service is free. Give them a call at 238-2101.

## Consumer Information

There are two things worth remembering about consumer law: nothing is ever free and the best protection you have is always yourself. Shop around before you buy, compare prices, ask questions and get any promises in writing. Call the Better Business Bureau (237-4856) if you have doubts about the company, the salesperson or the product before you buy. In other words, know what you are getting.



By and large, the courts will enforce a contract made between two sane adults without coercion or fraud. It does not matter whether your agreement was in writing or whether you paid cash, by instalments or charged it. Everytime you make a purchase, get something repaired or use a service, you are making a legally enforceable consumer contract by which both parties are bound. A decision on refund or exchange policy is strictly up to the seller. Unless the goods are defective, the seller is not bound by law to offer a refund so check the store's policy before you buy.

A number of statutes in Ontario protect consumers, including the Consumer Protection Act, the Business Practices Act and the Sale of Goods Act. The federal Combines Investigation Act covers a wide variety of deceptive advertising schemes. In most situations you have recourse to the courts, but get legal advice first (see "*Legal Aid and Assistance*"). Also contact the Consumer Protection Bureau (Ontario Ministry of Consumer and Commercial Relations) at 725-3679 and the federal office of Consumer and Corporate Affairs at 995-0853. For general information, try the Consumers' Association of Canada at 238-4840.

Although we cannot provide a list of all your obligations and rights under consumer laws, you basically do have the right to a refund where either (1) the seller makes a false representation about her/his product or (2) the seller tries to take advantage of you as a buyer. Implied in the seller's side of the bargain are the following obligations: (1) to offer good title to the goods sold, (2) to tell you if the goods you buy are not new, (3) to sell a product good for the purposes for which you want it if these are "normal purposes" or if special assurance was given, (4) to sell goods which are "merchantable" or whose defects, if any, have been described clearly and, (5) to maintain any other warranty or conditions expressly agreed upon by the two parties.

Again, get agreements in writing and keep records and receipts of your transactions. Watch out for high-pressure selling tactics which may be legal but confusing or deceptive. Remember, as well, that door to door salespeople must be licenced. If you sign a contract over \$50 with a door to door seller, you have 48 hours to cancel the contract by registered mail. Be cautious. A reputable seller will be willing to come back after you check out his/her registration.

For more material on consumer law, see "*Publications*".

**Continuing Education** Continuing Education 302 Administration Building (231-6660) is the place for Special Students to go for course changes, applications for deferred or supplemental exams, review of grades, withdrawing, name and address changes and other "registrarial transactions". Special students are those registered in credit courses without being admitted into a degree programme.

Continuing Education does not make final academic decisions or evaluations of previous academic experience (for the latter, see the Admissions Office, 407 Administration Building (231-3730)). However, it does provide valuable counselling and advice and help with appeals. The Registrar is Keith Alnwick.

This office, by the way, is open in the evening from Monday to Thursday in addition to regular office business hours. Drop in between 6:30 and 8:30 p.m.

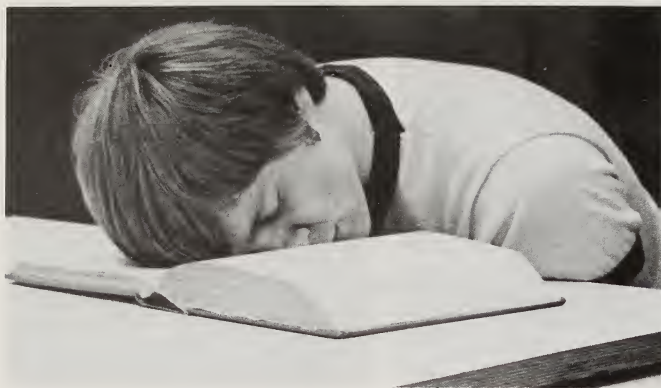
**Counselling and Advice** This book is really about advice: where to get it, how

to evaluate it, and how to make sure you have enough facts to make the decisions that are best for you. Since every large institution can sometimes become impersonal, over-regulated and bureaucratized, Carleton (which is no exception) has a number of advisory services intended to help you sort things out.

If you read nothing else in this book, please take a look at the list below. Use it, if you have a chance. Very often, problems can be solved as they come up but we could all save ourselves time and trouble by getting good advice in the beginning.

**Academic Advice** For rules and regulations, start with the *Calendar*. Then proceed to your Faculty Registrar's Office (see "*Registrars' Offices*"). Finally, check out your options at your Department or School. It is really quite crucial to avoid an academic mess, so when you're making a major decision, or an unusual one, try to get permission in writing. Remember, too, that no one will tell you that you have too many failures or course replacements until you've made yourself ineligible to re-register. No one may remind you which courses are required ones, until you find out you can't graduate just yet. It's very





much up to you to go out and get the information yourself. Do so. If you find yourself with an unusual problem, or if it becomes necessary to appeal a University decision, try the Ombudsman's Office (231-6717).

More "soft-core" academic advice (on your aptitudes and interests and general programmes) is available from University Counselling Services (231-4408). They also have the calendars for other universities and colleges in Canada and elsewhere and provide "study skill" courses in a group or individual format.

**Advice on Courses** Advice on specific courses is available in the *Course Evaluation Guide* published by the Students' Association (231-4380) for undergraduate courses. Advice is also available from the various Departments and Schools about their own offerings.

If you have trouble with a course, once you've enrolled, talk to the instructor first. If she or he can't help you out, try the teaching assistant or see if a graduate student or another prof in the department can help. The English and Math departments operate special tutorial services open to all registered students. (See "Study Skills".)

Finally, get together with other students in the course. Often you can learn a lot by sharing notes, discussing essays or assignments, or otherwise working together (as long as you avoid cheating or plagiarism, of course). If you really can't cope and think of withdrawing, check with the Business Office (231-3604) and Awards Office (231-3735) on the financial aspects and deadlines.

**Personal Counselling** This, too, is an important kind of advice. At Carleton, you can try the Peer Counselling Centre (231-7476), University Counselling (231-4408) or Health Services (231-2755). They're all described elsewhere in *Survival* and which you choose will depend on where you feel the most comfortable. Remember that we can all use help sometimes with our feelings or relationships. There shouldn't be a stigma attached to getting help: the real problems arise for those of us who postpone it for too long.

**Appeals and Legal Advice** On campus, the best place to start is the Ombudsman's Office (231-6717). We can help if you have an internal appeal or dispute (academic or otherwise) at Carleton. We also provide

referrals and para-legal help for outside legal problems. (See also "Academic Appeals", "Judicial System" and "Legal Aid".)

**Financial Advice** For information on student aid, make an appointment with the Awards Officer or the Assistant Awards Officer (231-3735). They can advise you on O.S.A.P. as well as the various other plans. Emergency loan money may also be available in small amounts on a short term basis. Graduate students should also see the Faculty of Graduate Studies (231-4403) which administers awards and bursaries and the Graduate Students' Association (231-4347 or 231-4380) which may have a small loan fund.

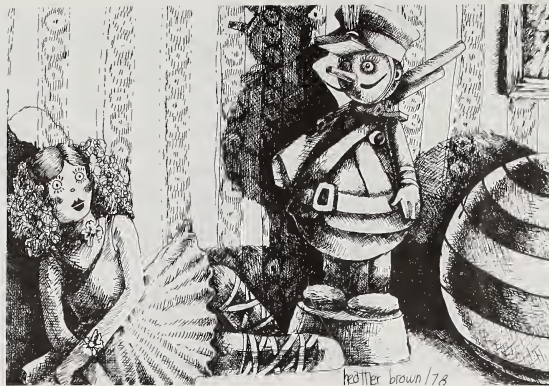
**Miscellaneous** Try the Housing Office (231-6395) for lists of rooms to rent or apartments to share as well as information on Residence. Health Services (231-2755) provides professional medical help including Doctors, Psychiatrists and a small dispensary. During off-hours, emergency medical help can be obtained by calling 231-3844. The Chaplaincy may offer support and counselling (231-3646). For job information, try the Canada Employment

Centre (231-2600). The Students' Association (231-4380) may also have jobs available.

**Course Changes** You are not bound to remain in any course you choose at registration (or pre-register for). You can switch as long as you do so by September 21st and there is space left in the course you choose. This is the last day for changes in full courses and first term half courses. January 15th is the last day for changes in second term half courses. Only exceptional circumstances are considered after these dates.

**Course Load** Students at Carleton fall into two categories: part-time and full-time. For the purpose of fee assessment, a full-time student is one who is registered in 4 or more full credits. The normal course load for an Arts, Science or Social Science student is four or five full courses. Consultation with the Faculty Registrars' Offices is necessary to exceed this number. Course load in Engineering, Architecture and Industrial Design, is normally six full courses. Course load for a part-time stu-





dent is normally between one-half credit course and two full-credit courses. It should be noted that eligibility for full-time status for provincial loan and grant programmes (e.g. OSAP), scholarships and Residence involve different definitions of full-time course load. See the Awards Office (231-3735) for the former and the Housing Office (231-6395) for the latter. *(Submitted by the Registrars' Offices)*

**Course Selection** One of the first tasks you are required to perform at registration is to select your courses. The choice of courses in some faculties and schools is limited. To find out how you stand, check the regulations governing course selection for the department giving the course and any prerequisites. This information is in the *Calendar*.

There are people who can help you with course selection. For undeclared Arts majors consult a counsellor in the Arts and Social Sciences Faculty Registrar's Office, 312 Paterson Hall (231-6690). If you have declared a major, consult the majors or honours advisor in your department. They can be found by calling the departmental office and making an appointment. You

might also try the Registrar's Office for your Faculty. (See "Registrars' Offices".)

Another useful tool in determining course selection is the *Course Guide*. This book is produced annually by the Students' Association and is based on data collected in courses open to first year students (mainly). The information is presented in a useful, readable form and is available from the CUSA Office, 401 Unicentre (231-4380).

**Credit Unions** A credit union is basically a co-operative form of banking establishment. Users become shareholders and profits are ploughed back into the credit union permitting lower rates for borrowers and higher rates for savings. Good advice and help in financial planning are side benefits. If you are interested, drop by the Ottawa Community Credit Union at 222 Somerset Street West or call 235-4335.



**Day Care** There is a Day Care Centre on campus with facilities in Renfrew House and the Loeb Building. The Centre is open all year.

Children are accepted at the age of one year and must leave at the end of the month in which they become three. Priority for admission is given to the children of students, faculty and staff of Carleton and vacancies after that are opened to the public. The programme is developmental, suited to the individual needs of the children. Staff are trained, or in training, in the fields of Early Childhood Education, Mothercraft or equivalent. Parents form the Executive Committee and are responsible for making decisions on policy and monitoring the financial position of the Centre.

Fees are prepaid on a monthly basis and subsidy is available from the Regional Municipality for families who qualify. As there is a waiting list for September admissions, it is advisable to make application as

early in the year as possible.

The Director of the Day Care Centre is Kay Liston. She can be reached at 231-6312 or Room 199 Loeb Building. *(Submitted by the Day Care Centre)*

**Deferred Examinations and Assignments** Even bureaucracies have some heart. If you find yourself in traction the day before your final exam or if serious illness, death or some other major calamity is affecting your family, make contact as soon as possible with your Faculty Registrar's Office and your instructor. Although proof will be required eventually in such circumstances (e.g. a letter from your doctor), there should be no difficulty in deferring an exam or a final deadline for assignments. These extensions are only available under really serious "special circumstances" and you ought to be in touch either beforehand or within a week after the exam date.

There is also a possibility that individual instructors will be willing to permit extensions. Note that they are under *no* obligation to do so and, in fact, deferring a scheduled final exam or arranging an assignment extension beyond December



7th (for first term half courses) or April 16th (for full courses and second term half courses) is technically impossible unless the appropriate Registrar's Office and/or Faculty Committee on Admissions, Studies and Appeals approves. On the other hand, it is always a possibility that an instructor will take pity on your problem (too much work, minor illness, breaking up with the current love of your life or whatever). It usually helps to have been a reasonably good student and to have attended classes. Some profs (not without good reason) are adamant about deadlines and insist on academic penalties if you miss them. Usually they will make this clear (in writing) at the beginning of the year. If they haven't, find out how they feel about the matter. Avoid panic. Remember, it never hurts to ask. The worst that can happen is that the instructor will refuse.

**Deregistration** The final payment of your tuition fees should be made by January 15th. In February, the University will begin to "exercise its right to cancel registration" for students with fees outstanding. Letters, mailed in January, should inform you this is happening.

Sometimes, of course, clerical errors interrupt the process: you may find yourself owing no more than a library fine or a parking ticket. Don't ignore the letters, however. Phone or visit the Business Office (Room 301, Administration Building, 231-3762). Emergency loans are available for students in financial difficulty.

**Distress Centre of Ottawa** The Ottawa Distress Centre (238-3311) is open 24 hours a day to listen to any sort of problem. The service is confidential. It is provided by trained volunteers supervised by a small professional staff.

# E

**Employment** Employment and Immigration Canada operates a Canada Employment Centre on campus (Room 508 Unicentre, 231-2600 or 996-9590). If you are looking for permanent employment, as a graduate or prospective graduate, this is a good place to begin.

The Centre maintains job boards listing some available opportunities. It also coordinates recruiting visits from local and national businesses and government agencies looking for full-time employees. The Centre can tell you when the Federal Public Service, for example, is holding its various exams for post-secondary graduates and how to apply. All this begins very early in October so try to contact the Centre as soon as you get to Carleton in the Fall.

The Centre also provides counselling to help students in job hunting, résumé writing, identifying possible employers and so on. (See also "University Counselling Services".) Here are some tips for job hunters in these times of high unemployment. Start early. Have a good (legible and detailed) résumé prepared. Check the Centre's weekly bulletin for the recruiters coming to campus. For speculative purposes, send out résumés to firms or organizations which may be interested and provide a personalized covering letter for each. The Centre can give you the names and addresses of some possibilities. If you get an interview, try to do some research on the company or association first. If you don't know anything about it (and don't know anyone who does), phone the prospective employer

directly and ask for a job description. Be confident (but not brash) at interviews. Above all, don't take rejections too personally.

Finally, especially if you have little or no work experience relevant to the kind of job you're looking for (if, to be blunt, your only jobs have involved typing or serving beer or digging ditches), you might consider looking for career-oriented part-time or volunteer work. (See "Jobs".) Some social service agencies, for example, can provide part-time work for students with at least the possibility of a full-time job later on down the road. Although unpaid work is not very highly valued in our society, it may be of some help in getting a job later on.

For example, on campus, you could check out *The Charlatan* (231-4483) or CKCU-FM (231-4498) if you are interested in a future media or public relations career. If you're taking sociology and psychology courses, you may want to volunteer with Peer Counselling (231-7476) for some practical experience. Working for your Students' Association can also provide you with useful experience. For off-campus opportunities, try calling the Central Volunteer Bureau (236-3658) or your local





community association or the Community Information Centre (238-2101).

As a last word, the Employment Centre is not a "Summer Centre". It does coordinate the government summer student employment programmes, but check with them at the same time (early January) about where the Summer Student Employment Centre will be next year.

### Environmental Laboratories (ELBA)

The Environmental Labs exist for the purpose of study and research in biology, but the green houses are open to everyone who wants to look at the plants (especially in the cold of an Ottawa winter). Potted plants of all sizes are also sold; they are as cheap or cheaper than the commercial outlets and usually healthier. Prices start at about \$1.50 for a small plant to \$20 or so for a larger ornamental plant for those of us who are impatient or have black thumbs. In the summer you can purchase flats here for outdoor gardening. The greenhouses are across the road from the Administration Building. Wander over and look around.

**Exam Regulations** The penalties for breaking exam rules are severe even if you had no intention of cheating.

If you find yourself panicking before you get to an exam, talk to your instructor or a counsellor. It may help. When you get to an exam, don't sit with friends. Don't communicate with any one but the Proctors. Don't carry notes, books or papers to your seat.

All this, and related details, are spelled out on the back of your official exam booklet.

If you are suspected of cheating or breaking exam rules, you will be asked to attend an "interview" with the Dean of your Faculty. Penalties may run from failure to suspension. The Office of the Ombudsman can (and will) represent you. (See "Judicial System".) But we'd be much happier if you just avoided panic and stuck to the rules.

**Exams** Exams are graded from A to FNS (Failure No Supplemental) and each grade has a corresponding numerical value to a maximum of 12. The numerical scale is basically an administrative convenience used to calculate averages. The mark of

ABS (Absent) is assigned to those who fail to write an exam or otherwise complete a course. Essentially, it is considered a failure.

If you miss an exam and have a reasonable excuse, see your instructor immediately. You may be allowed to write a supplemental. Special supplemental exams are also available for students who wish to raise their grades. Various Faculties treat exams and supplementals differently. In Arts and Social Sciences, for instance, there is a "discredit" system with a maximum number of allowable "discredits". A failure without a supplemental is one discredit; a failure with a supplemental passed is also one discredit (but, of course, the mark you receive is used in calculating your average); a failure and a second failure on a supplemental is two discredits. In the Faculty of Engineering, supplemental exams can only result in a pass no matter how well you may do. (In this case, it may be better for your over-all grade point average to simply take the course over again.) In Science, a first year student must pass four courses without any supplemental privileges but a special grade of "E" which can be raised to a D- is available. And so on and on. Definitely read the rele-

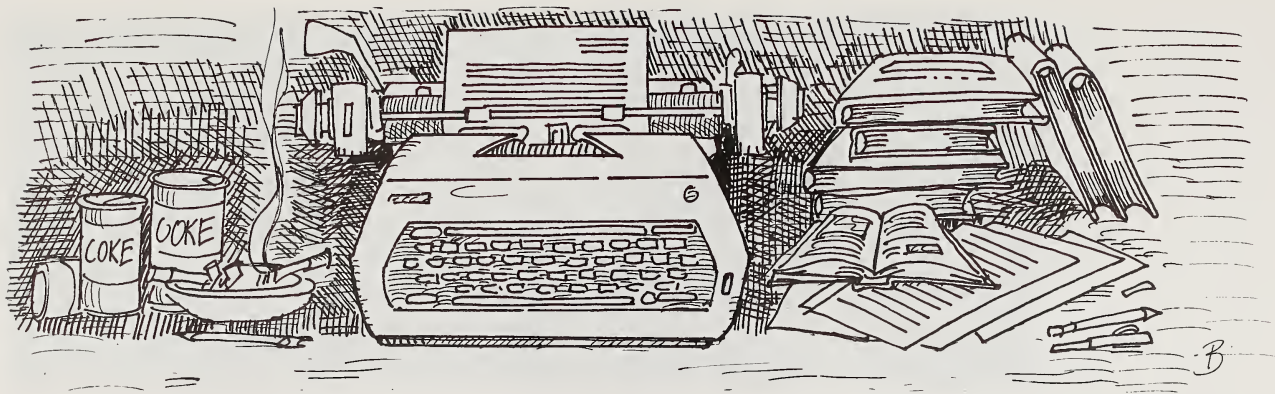
vant section of the *Calendar*. Then check with the Faculty Registrar's Office on what choices are best for you.

## F

**Fee Refunds** So, you're a full-time Arts student (by way of example) who paid half your \$840 fees in September. You withdrew just before Christmas and now you figure you don't owe any more money, right? Wrong.

If a full-time student withdraws before September 21, you will be charged \$50. Part-time students pay \$5 per half course. After September 21, you pay both this registration fee plus the full amount of "miscellaneous fees" (\$120 if you are full-time or \$23.50 per full credit course). The remainder (left over after the registration fee and miscellaneous fees) is pro-rated for refund over a number of weeks. Ah, you may think, all the weeks between September and May. Wrong again. Refunds are pro-rated from September 10 to February 22, which is the last day for





withdrawal from a course without academic penalty.

There is a short description of refunds on pp. 49-50 of the *Calendar*. Check exact figures with the Business Office. Do not guess. Do not accept anyone else's opinion. See them at 301 Administration Building, 231-3762. The person in charge of Student Accounts is Sam McAdam.

**Financial Aid** The Awards Office is the best place to go for information on student aid, emergency loans, scholarships and so on. Make an appointment to see Coralie Bartley, the Awards Officer or the Assistant Awards Officer Room 202, Administration Building (231-3735) if you have any questions.

It costs money to attend university. Try to ensure you have enough before you enrol. The following breakdown of estimated costs gives you a rough idea of how much "study money" you'll need.

**Tuition** \$840 to \$900 depending on your programme. (See *Calendar* for details)

**Books and Equipment** \$250 minimum depending on your programme, e.g.

Engineering students should budget \$450; Architecture students at least \$800.

**Rent and Board** If you live off campus, budget about \$2,000 for food and rent over 8 months. A private apartment would cost more; shared accommodation in a Co-op and careful shopping may cost less. Of course, if you live with parents or relatives this cost may be even lower or non-existent.

**Local Transportation** \$130 minimum (with a Bus Pass) depending on the distance you travel to Carleton each day.

**Recreation and Entertainment** Depends entirely on the individual. Budget at least \$200.

**Miscellaneous** \$150. This includes such things as toiletries, stamps, stationery, medical supplies, bought lunches, "pocket money".

**Laundry-Clothing** At least \$150 depending on the individual.

**Return Trips Home** Depends entirely on where your parents live and how often you visit.

In general, the budget for an Arts student living off campus can be \$3,700 or more for the school year. To meet these costs you may need help. In addition to savings, part-time and summer jobs and help from your parents or spouse, explore the possibility of government student aid (loan and grant) schemes and university scholarships and bursaries. The following is a brief list of what is available. Try the Awards Office (231-3735) for application forms and detailed information.

**Entrance Scholarships** Carleton offers scholarships, tenable at the University, to students entering as full-time undergraduates with Ontario Secondary School Honour Graduation Diplomas (or equivalent) and high potential for University studies. These include Senior Scholarships, General Entrance Scholarships and privately funded scholarships. They are awarded on the basis of academic standing and scholastic aptitude. They are continuing awards, for not more than four years, but you must maintain a high academic standing and be registered full-time in the Winter session. (See the Awards Office before you drop any courses.)

Winter session values: \$1,500, \$1,200 or

\$900 for first and succeeding years. Spring term: \$500, \$400, or \$300.

All students are equally eligible (depending on academic standing, of course) regardless of whether Carleton was your first, second or third choice for admission.

Graduate students should contact Graduate Studies, Room 215, Paterson Hall (231-4403) for details on Graduate Awards composed of scholarship money and payment for teaching or research assistantships.

**Bursaries** Bursaries are non-repayable and awarded after registration to students who can prove genuine financial need and have reasonable academic standing. Ontario and Québec residents are required to apply for provincial loans and grants first. Complete the application form and arrange an interview with the Awards or Assistant Awards Officer.

**Student Loans** Ontario residents should apply for OSAP (the Ontario Student Assistance Programme) which is made up of Ontario Study Grant, Canada Student Loan, Ontario Student Loan and Ontario Special Bursary. The loan component is usually guaranteed by the federal govern-



ment and repayable from six months after graduation or withdrawing from University. Last year, 35% of Carleton's full-time students relied on OSAP; the average loan and bursary was about \$2,230.

A basic premise of OSAP is that it supplements, rather than replaces, your own financial resources and those of your family. Your spouse or parents are expected to contribute (and disclose their actual income) and you are expected to save from summer jobs. If unemployed or underemployed in the summer, see the Awards Officer about an appeal, but keep track of all your applications and job hints.

A leaflet with your application details how your "needs" are assessed. Request this form from the Awards Office or the Ministry of Colleges and Universities, Mowat Block, Queen's Park, Toronto Ontario M7A 1C6.

Don't wait until you are accepted at Carleton to apply. If you decide to register elsewhere, cancel your application and re-submit the form to the new institution.

**Application Deadlines** Apply as early as possible. To ensure you are assessed before September, send your completed application to the Awards Office by June 15. The

absolute deadline is not available from Queen's Park this year; but it used to be September 30. If you haven't applied before you arrive in September, make your first stop at the Awards Office.

**Other Provinces** If you are not from Ontario or Québec, you may be eligible for loans and grants from your home province. For purposes of student aid, this is usually the province where your parents currently live or, if you are an "independent" student, the province in which you have most recently lived and worked for 12 consecutive months outside of full-time attendance at a post-secondary institution.

Québec residents may be eligible for student aid from the Québec Student Loans and Bursaries Service, Department of Education, Québec City, Québec. The application deadline is September 30. Apply early, i.e. before July 15. Get the forms directly from Québec. All applications must be stamped officially by the Awards Office. A booklet with your application describes details.

**International Students** Students from other countries, here on student visas, are not eligible for any government aid. You must

have Landed Immigrant status and meet residency requirements. You must have enough money before being issued the visa in your home country. However, if you run into unexpected expenses at Carleton, you may be eligible for modest amounts of aid from the bursary or emergency loan funds. Graduate Studies may be able to help you if you are a graduate student.

**Carleton University Emergency Loans** If, after registration, you run into unexpected expenses or your student aid is delayed, you may be able to borrow temporarily from Carleton's emergency loan fund. To apply, arrange an interview with the Awards or Assistant Awards Officer. Graduate students may get some help from Graduate Studies (231-4403) or from the Graduate Students' Association (231-4347).

**Part-Time Students** Most provincial student aid programmes are open only to full-time students (registered in three or more courses). If you are an Ontario resident, however, you may be eligible for some parts of OSAP aid. For information and application forms, contact the Awards or Assistant Awards Officer. Have a personal

interview if you can. *(Submitted by the Awards Office)*

**Food Services** Cafeterias, on campus, are located in three different buildings: the Loeb, the Unicentre, and the Commons. In addition, there are banks of vending machines spotted throughout the campus, where you can obtain beverages and snacks.

The Housing and Food Services Department (231-6395) monitors the performance of the various food service contractors around campus and is interested if you have any observations or complaints/compliments.

To help the off-campus students economize in their efforts to obtain a balanced and consistent diet, the Housing Department has made available a variety of meal plans or cash commitment script coupons (at a discount) that enable participation in programmes similar to those offered the residence students.

It is the aim of the Department to offer the best possible food at a minimum cost to the students. In these days of 20% food inflation this aim can only be achieved with the help of the students themselves. Get in-





involved, speak up, participate. (Submitted by Housing and Food Services)



**Grades** Summer Session grades are normally mailed to your home address during the first week of September. Results of Winter Session first term half courses are mailed to your local address during the last week of January. Winter Session final grades are mailed to your home address in the first week of June. If you feel that there is an error in your statement of marks, you should first check with your instructor to confirm the grade. If you wish to pursue a formal review of your final grade you must apply to your Faculty Registrar's Office within fourteen days of the final release of the results. It should be noted that a review of a final grade can result in a lower grade.

Final transcripts of your grades may not be available until one month after your unofficial statement of marks has been released. Special arrangements for an earlier release of an official transcript can

sometimes be arranged through your Faculty Registrar's Office. (Submitted by the Registrars' offices)

**Editor's Note:** Grades are usually posted in your department by student number. The earlier you get a look at the list, the earlier you can begin considering whether or not you are interested in a review of grades. Clerical errors are not uncommon; substantive errors are not impossible. See your instructor informally first. The worst consequence of this, as opposed to a formal review request, would be that you understand better why you didn't do as well as you thought you might.

**Graduate Students** There are about 1,600 full and part-time graduate students at Carleton whose conditions of study are governed separately from other students in the *Graduate Calendar 1979-80*. This is the place to check rules and regulations. If your problems are complicated, contact the Dean or the Associate Dean of the Faculty of Graduate Studies (Room 215, Paterson Hall, 231-4403).

Library privileges for graduate (and fourth year Honours) students entitle you

to a 4 week loan period. Make sure you receive a specially marked borrower label for your I.D. Card at the Circulation Desk. It's up to you to ask for this, otherwise you may end up paying some hefty fines. The library is computerized but the machinery is not hooked into your academic record. Graduate students can also ask for a letter of introduction at the Circulation Desk which will entitle you to borrowing privileges at the University of Ottawa.

Most graduate students are no longer eligible for grants under O.S.A.P. (Ontario Student Aid) after four years or more of post-secondary education. However, for this final transition year of the new regulations, you will likely be eligible for loan remission. This means that part of the loan (probably amounting to the grant you would otherwise have received) will be "forgiven" at repayment time. Contact the Awards Office (Room 202, Administration Building, 231-3735) for the details.

Graduate Studies operates a special emergency bursary fund. The fund is extremely limited, but if you are badly strapped financially, they may be able to help. You may also be able to secure a small loan from the Graduate Students' Association (Room 511A, Unicentre, 231-4347 or leave

messages at 231-4380) or the Awards Office (231-3735).

## Graduate Students' Association

Carleton's graduate students are members of the Graduate Students' Association, (Room 511A Unicentre, 231-4347). The GSA is active on several levels; within the university, within provincial and national student federations (Ontario Graduate Association, National Union of Students and Ontario Federation of Students) and plans to become active within the Ottawa-Hull community. In addition, the GSA seeks to stimulate activities within the graduate community and at the departmental level.

The Executive of the GSA is elected in the Spring term, but the Council, with representatives from each department, is not elected until the Fall. All departments are entitled to representation, those departments having over 25 full-time graduate students may have two representatives.

The GSA also runs Mike's Place, a graduate student lounge, located in the Unicentre. (Submitted by the Graduate Students' Association)





**Graduation** It may seem very far away when we're first year students, but graduation is one of those things that creep up on you.

Remember that, in order to graduate, you must apply formally to do so. It isn't an automatic consequence of finishing your final course. The deadlines for 1979-80 are: December 1 (for Winter graduation in February) or February 1 (for regular Spring graduation in June) or September 1 (for Fall graduation).

Most students will receive an application form, in their last year, to fill out for graduation. However, if you've moved or switched from an Honours to Major programme or even if the mail just fails you, you may not receive the form. If you'd like to graduate in the Spring, go down to your Registrar's Office and fill out an application in January. (See "*Registrars' Offices*".) Applications after the deadline are usually not accepted.



**Health Insurance** O.H.I.P. (the On-

tario Health Insurance Plan) is the basic health insurance available to Ontario residents.

Applications for non-group enrolment may be picked up at Health Services, 6th Floor Unicentre. If you are turning 21 this year, you must apply for your own O.H.I.P. number. If you apply at least 30 days before your birthday, you should have continuous coverage; however, if you apply during the month of your birthday you may have a 3 month wait.

International students who apply for O.H.I.P. *within* the first three months after their arrival will receive coverage effective the first month after application. When applying after 3 months, there will be a 3 month waiting period.

If you are over 21 and have been a resident of Ontario for the past 12 months and your finances are very limited, you may be eligible for *Premium Assistance*. International students may also be eligible. Fill out an application as early as you can. If your yearly income is below the taxable level, you will be eligible. Applications and more information can be obtained from:

Health Services  
6th Floor, University Centre  
231-2755

Ontario Health Insurance Plan  
75 Albert Street  
237-9100

O.H.I.P. premiums are paid quarterly; \$57 single and \$114 per family. In the Spring of 1978, the Ontario government announced a 37.5% increase in these rates. Under protest, this was halved to produce the rates described here. Nearly 20% of Ontario doctors will charge you more than O.H.I.P. rates, so shop around or use Health Services or a community clinic. Your elected Minister of Health is Dennis Timbrell (10th Floor Hepburn Block, 80 Grosvenor St., Toronto). By all means, let him know how you feel about deteriorating O.H.I.P. coverage.

**Health Services** Health Services provides comprehensive health care for both resident and non-resident students during their time at Carleton. Their purpose is to ensure that you benefit totally from your experience at university. Please drop by if you need medical care and/or information.

It is important to seek medical help promptly when you have physical or emotional health problems; waiting "to see if it will go away" often leads to reduced study

efficiency or unnecessary loss of attendance at classes. You can walk into our Health Services clinic and get help immediately although it's a good idea to phone ahead for an appointment.

Confidentiality is strictly observed. No information is released unless requested by the person concerned.

**Medical Services** 6th Level Unicentre, Monday Friday, 9:00-4:30, Tel: 231-2755. Physicians and nurses are available to advise and treat almost every medical requirement students might have including: treatment of illness; counselling on various aspects of health; birth control; counselling and referral for abortions; diagnosis and treatment of venereal disease; allergy needles; immunization; referral service to specialists when needed; emotional problems; and, not the least, "a shoulder to cry on".

**Mental Health Services** 6th Level Unicentre, Monday Friday, 9:00-5:00, Tel: 231-7488. If, at any time, you feel you want to talk to someone about personal difficulties, a competent staff of psychiatrists is available for consultation and treatment.



**After Hours Health Services** Room 226, Glengarry House, Tel: 231-3844. If you become ill after hours, contact this Service. A nurse is in attendance from 4:00 p.m. to 8:00 a.m. Monday to Friday and 24 hours a day on weekends. Doctors are on call for any student needing immediate help. Beds are available for people who need observation for a few hours or overnight.

This Service is operated for all students — not just those in Residence. *(Submitted by Health Services.)*

**Housing Office** To assist those students who are unable or who do not wish to obtain on campus accommodation, the Housing and Food Services Department maintains a service in which interested landlords can list available accommodation. These listings are posted in the area of the Housing and Food Services Department office and are accessible 24 hours a day.

During normal office hours staff of the department are available to offer advice and information about off campus accommodation.

It is essential to remember that the service cannot provide a print-out listing of

available accommodation. Information can only be obtained from the Listing Board. The service does not include the inspection of listed accommodation. It is the responsibility of the individual to view the accommodation and to come to his/her arrangements with the landlord.

**Summer Housing** If you have never been to Carleton, and feel that you want to get to know your future surroundings before the start of the academic year, it may be possible to obtain overnight accommodation in the residence at reasonable rates during the Summer. The best time to obtain such accommodation is between July 1 and August 15. Reservations are strongly recommended. Contact the Conference Manager in care of the Housing and Food Services Department, Carleton University, Room 223-225, Commons Building, 1233 Colonel By Drive, Ottawa, Ontario, K1S 5B7 (231-5510). *(Submitted by Housing and Food Services)*



**Income Tax** Income tax returns, tables and guides are available at any Post Office, including the one on campus. If you are an out of province student, but have worked and/or studied in Ontario, find out in which province it is possible (and most in your benefit) to claim residency. For this and other tax information, try the Ottawa District Tax Office at:

360 Lisgar Street,  
Ottawa, Ontario K1A 0L9  
Telephone: 996-8340

They can mail you forms (e.g. the T1-M moving expenses form) as well as a useful pamphlet called "Income Tax and the Student". Ask all your questions here first.

Quebec residents can get information on provincial taxation from the Revenue people at:

170 Hôtel de Ville,  
1st Floor,  
Hull, Quebec,

Telephone: 770-1768

It can be to your benefit to file even if you don't have taxable income (or any ear-

nings at all) since you may be eligible for Ontario Tax Credits. The Credits (unlike deductions) are "real money" returned to you. For information dial the operator and ask for Zenith-8200.

Carleton will probably mail its tuition and education deduction forms, its T4A's (bursaries, etc.) and T4's (earnings including assistantships) by late February or early March. If you don't receive yours, try calling the Business Office at 231-3762.

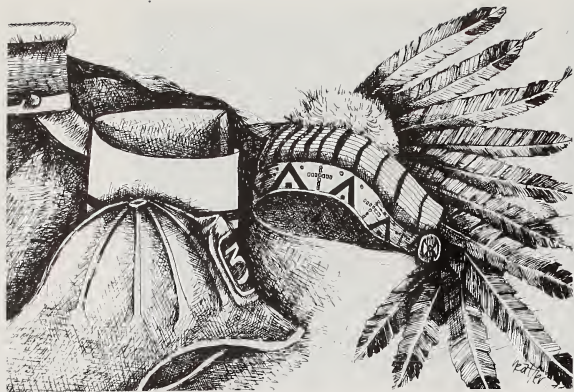
Finally, if you're still having problems after all those phone calls, try the Office of the Ombudsman for information and advice.

**Information** The following are some places to find information at Carleton. The bottom line here is that you might never know the answer unless you ask. Often, it's a good idea to ask more than once and to ask more than one person.

Information Carleton  
4th Floor Unicentre  
231-7177

Information Office  
605 Administration Building  
231-3600





Information Carleton is especially useful. They're an excellent source of information on entertainment and services at the University, on questions about exam schedules and on referrals to the right place for the answers to more serious problems.

If you're having trouble getting the answer to a question try:

Office of the Ombudsman  
Room 511 Unicentre  
231-6717

(See also "Publications" and "Community Information Centre")

**International Students** An advisory service for international students is operated by University Counselling Services (Room 1201 Arts Tower, 231-4408). For problems with a legal side, also try the Office of the Ombudsman (231-6717).

Student visa holders should remember that the rules governing your stay in Canada are interpreted quite strictly. So, for example, your visa is valid only for study at a particular institution. If you are planning to change fields or places of study, make sure you contact Immigration (995-8131) well beforehand to have your visa changed. Otherwise, you are technical-

ly contravening the conditions of your visa and you could be asked to leave.

Secondly, your visa does not entitle you to work in Canada. The definition of "work" is quite wide and includes payment in kind (e.g. free room or board) or even work for which you are not paid at all but which a Canadian citizen or landed immigrant would otherwise be doing for pay. Also prohibited are any jobs at the University, including marking or research (for pay) or the teaching/ research assistantship component of a graduate student's award unless you have a work permit.

In practice, you will be able to get a work authorization or permit for a University assistantship or for research or marking at Carleton without much trouble but you must get the permit from Immigration before you begin to work — not afterwards. For other kinds of jobs, the difficulty is greater since you must prove there is no eligible Canadian or landed immigrant to do the same work. If you have a very specialized skill, however, this may be worth attempting.

If you think you may be inadvertently contravening the conditions of your visa, try to act on it at once. The Office of the Ombudsman will be able to help you. More

often than not, Immigration officials are quite sympathetic to someone in good faith who discovers she/he has contravened the rules out of confusion, error or ignorance. Your good faith is best demonstrated by acting fairly quickly and directly and often you may save yourself worry or further problems.

In case any Canadian students have read this far and wonder who the government thinks we're being protected against, contact your Students' Association (Room 401, Unicentre, 231-4380) or your M.P. or the Minister of External Affairs, (Flora MacDonald) to express your concerns. After all, you yourself may want to study in a foreign country one day.



**Jobs** Jobs are much like "Employment" so check under that heading first, for the 'heavy stuff'.

However, if you are looking for 'just a job', part-time or otherwise, try the following.

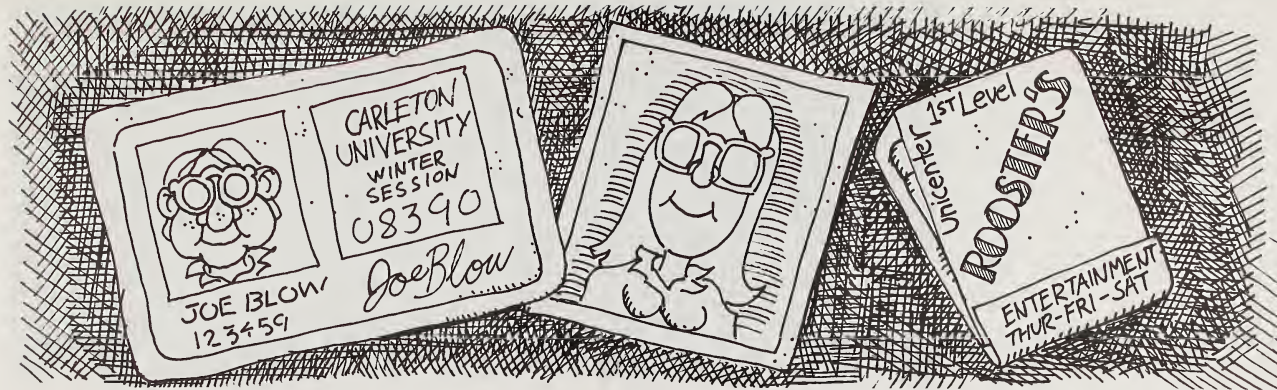
Information Carleton hires students (usually second or third year) to staff an information desk on the fourth floor of the Unicentre. Since this service begins before registration, phone the desk (231-7177) or the Information Office (231-3600) in July or August to find out about applications. Another source of work is in registration itself, usually doing something like pointing out the right line-up or typing names on student cards. Check in August with the Personnel Office (231-3775). You may also be able to pick up a quick August job at the "Ex" in Lansdowne Park.

Crosby Vending (231-6357) and Saga (231-3710) annually hire students to work in the Residence and Unicentre cafeterias. Their offices are in the Commons Building.

The Students' Association (231-4380) hires students to work in the pub, games room, as turnkeys etc. Check the first issue of *The Charlatan* and apply early in September.

The Canada Employment Centre on campus (which used to be Manpower) has listings of part-time jobs on its Job Boards (5th Floor Unicentre, 231-2600). It also coordinates applications for government summer "hire a student" programmes. Definitely apply. Despite poor pay, they





are usually "career-oriented", i.e. comparatively interesting. Begin checking at the Centre in late December or early January for summer possibilities.

The University academic departments also hire but most jobs are given to last year Honours and Graduate students. However, if you can type and don't object to doing so, they may be worth a try.

Also try the Faculty Registrars' Offices (see "Registrars' Offices"), High School Liaison Office (231-2738) — they hire students to conduct tours of the campus), the Personnel Office (231-3775), the Athletics Centre (231-2646), Security Services (231-3822) and anyone else around campus.

A perennial employer off-campus is the Department of National Revenue, Taxation Branch. They begin hiring in early January, full and part-time, and employment can last until late spring. Advertisements for these jobs are fairly extensive; check the daily want ads and *The Charlatan* early in the new year.

**Judicial System** Once again, we hope (and hope and hope) that the new Judicial System will begin operating in the current

academic year. But we're not making any promises.

The Judicial System is directed at situations where a student is accused and/or penalized for a disciplinary offence. The University, of course, (see "Rules and Regulations" and "Appeals") already does a good bit of penalizing in the way of fines or providing FNS for plagiarism. On some occasions, it has also taken students to court (e.g. for theft of University property). From time to time, heavier academic or other penalties have been imposed such as suspension or banning a person from campus altogether.

What the new system will do is allow for a fair hearing (and a consistent procedure) for students who want to appeal a penalty. If you think, then, that you are "not guilty", that the penalty was too serious for the offence or that not all the facts have come out, you will be able to get a hearing with representation in front of a fair board.

The Judicial System is *not* designed to hear complaints about anyone but students (e.g. faculty or staff who can appeal University discipline through their collective agreements) or to deal with academic matters like review of grades or meeting the requirements for a degree. There is yet

another proposal for academic appeals which is winging its way, at this very moment, into the hands of the University lawyers.

The following is just a brief description of the new Judicial System. Contact the Office of the Ombudsman (Room 511 Unicentre, 231-6717) if you are considering the appeal of a disciplinary penalty of any kind. We can, if you wish, represent you at any hearings or at least explain what the system is all about.

Offences, under the new system, fall into three categories:

- **Instructional Offences** include obstruction or interference with the functioning of a class or failing to meet educational standards (of the sort related to plagiarism or examination regulations).
- **Personal Offences** include impeding the operation of the University or endangering the safety of any of its members.
- **Property Offences** include damaging, taking, using without authority or improperly interfering with University property.

While Parking, the Library, the Residence Judicial System and so on will continue to "resolve problems arising from student violations" of University rules, i.e. to fine

or otherwise discipline students, there will be a formal grievance possible to either the Instructional Board, or the General Board (see below). In other cases, the sequence of steps, after informal resolutions are exhausted, will be first to the appropriate Dean and then to one of the two Boards.

**Instructional Offences** In an "interview" with the Dean, the student has the right to be informed in writing (with copies to the Ombudsman's Office and the Students' Association), to prepare a reply to any allegations, and to be assisted by "any member of the University" such as the Office of the Ombudsman.

The Dean can dismiss the complaint or ask you to accept her/his reprimand or academic penalty. If you don't feel the penalty is justified or if the Dean feels her/his authority is insufficient (e.g. where suspension or expulsion may be recommended), she/he can refer the matter to the Instructional Board.

The Board will consist of two faculty members and two students (the latter nominated by students but appointed by Senate) and a chairperson who will be a lawyer. This Board can find for or against you and set an appropriate penalty and



again you have the right to be heard, represented and notified. If expulsion or suspension is imposed, the Senate as well as the Board must agree.

**Personal and Property Offences** These will operate in much the same way except that the Dean involved will normally be the Dean of Student Services. The General Board will contain six students chosen by lot and the chairperson. Here, as well as for Instructional Offences, you should remember that the Dean has the power to stop proceedings and hand your case over for criminal prosecution.

**Grievances** Where, in an area like Parking, the Library or the Residence Judicial Committee, you feel you have been unjustly penalized, you may also appeal to the General Board as above. You may be asked to deposit \$25 with the Secretary of the Board of Governors to do so.

**Awards and Penalties** The Board may award "costs" against the student who appeals but not above \$25 (and not, of course, if you win.) A Board may award a reprimand for a given period (on your Official Record but not your transcript). It

may ask you to make restitution or restrict your privileges on campus in some way related to the offence. Academic penalties (for Instructional Offences) would include an FNS on a course, probation, or changing programmes. Finally, there is suspension and expulsion. The penalty, of course, would have relevance to the offence involved. No one will fail you in a course for a Parking ticket or expel you for failing to pay a library fine. (See also "Appeals" and "Rules and Regulations".)



## Landlord and Tenant Relations

Perhaps if the law was simple and unchanging, we would be out of a job. In any case, just as we went to press, we learned that the Ontario Legislature had passed a third reading of a new *Residential Tenancies Act*. This Act will replace both the existing *Rent Review Act* (See "Rent Review") and the present *Part IV (Residential Tenancies)* of the *Landlord and Tenant Act*.

Needless to say, Queen's Park did not

take into account our printer's deadlines. The new Act will be effective December 1, 1979 with the creation of a Residential Tenancies Commission. We do not have time to incorporate many of the changes which will be affecting you into this article; in fact we haven't even seen the bill as finally passed. The following are some of the more important changes:

- A Residential Tenancies Commission will be established to hear all landlord and tenant related complaints (except purely monetary ones over \$1,000) as well as rent review claims. Their rulings will have the force of law, but they may be more accessible than the courts. (Of course, this means more access for landlords as well as tenants.)
- A landlord will only be able to charge his actual expenses for subletting (or assignment) of a lease. You have the right to demand proof she/he actually spent the money and in any case the fee must be under \$50.
- Roomers and Boarders (with some exceptions) will now have all the rights and protections of other tenants.
- Variations on the outlawed security deposits (e.g. "key" deposits) are not

permitted.

- Those landlords covered by rent review will have to file a rent history of their units with the Commission. Since the increase ceilings are on a per unit per year basis, you will be able to find out if an illegal increase has occurred. But units over \$750 a month are excluded and the actual ceilings will be set by the Cabinet instead of the whole Legislature.
- The landlord can set "reasonable house rules" but may not be able to have you evicted for breaking them.

There are many other other new elements in the legislation which we won't try to cover here. For any tenancy related problem, please contact the Office of the Ombudsman (Room 511 Unicentre, 231-6717) for changes which may have a significant impact on your rights and responsibilities.

Some of the rights and obligations listed below stem from municipal by-laws, the Human Rights Act or health and safety regulations. The bulk, however, are covered under the present *Landlord and Tenant Act* and the new *Residential Tenancies Act*. Copies are available at the Ontario Government Book Store (800 Bay Street Toronto) for a small fee or take a look at the Act in the Ombudsman's Office





or any major library. The new Act will become clearer through case law, i.e. as cases are heard, appealed and resolved. So expect a little confusion for some time to come.

#### **The landlord must:**

- provide premises in a good state of repair meeting municipal safety standards and health regulations;
- provide a heating system which maintains a day-time room temperature of 70°F at 5 ft. above floor level and 3 ft. from exterior walls;
- repair ordinary wear and tear breakdowns;
- give 60 days notice in writing to end a tenancy and 90 days written notice to raise rents whether or not you have a lease;
- provide a supply of vital services (e.g. heat, electricity and water) whether or not you are faced with eviction;
- permit political party workers or candidates access to tenants.

#### **The landlord cannot:**

- enter your apartment without permission except in case of emergency;
- change the lock or lock you out;

- evict you without a court or commission order;
- seize any of your belongings (e.g. to cover back rent);
- collect a security deposit to be held against possible damage. She/he can collect the last month's rent and 6% interest is payable;
- require payment by post-dated cheques;
- deny accommodation on the basis of race, creed, colour, religion or any other reasons covered by the Ontario Human Rights Code. Your being a student is not covered;
- try to evict you because you are seeking to enforce your rights under the *Residential Tenancies Act*;
- unreasonably refuse you the right to sublet.

**Enforcing your rights** Start by checking out the facts. Then talk it over with your landlord. Tactful persuasion is probably the best way to reach an agreement. If your landlord won't talk, advise her/him in writing and suggest that you will "take further action" if there is no response. If repairs are a problem, you can ask City Hall (Property Standards Division, 563-3232), the Health Inspector (225-2223)

or the Fire Prevention Bureau (233-4801) to inspect the premises. Depending on the circumstances, and their severity, they may be slow to act but, sooner or later, a landlord's failure to comply will result in court proceedings (by the City, the Fire Marshall, etc.) and heavy fines for the landlord. Legal action may be necessary as a last step. Ottawa University Student Legal Aid (231-5855) can advise and represent you. Under the new Act "representative" legal actions are possible, i.e. one or more individuals can take or defend against action which will affect all the tenants of a building and/or landlord. In any case, collective pressure often gains results. You may want to join or start a tenants association. The Community Information Centre (238-2101) can give you a list of associations in the Ottawa area. Finally you can try moving out anyway. The risk here is that you are liable for the term specified in your lease or 60 days notice without a lease. The landlord can sue for lost rent. On the other hand, she/he has an obligation to "mitigate damages" by making an honest effort to rent the unit to someone else as soon as possible. However, if the unit is not rented, despite this effort, you will be liable for his/her

losses. Finally, there is the possibility of withholding your rent. With some exceptions (e.g. paying your rent into court or to the Commission while a complaint is pending) this cannot be recommended. You may well find yourself in court, in debt and/or out on the street as a result.

**Roomers and boarders** Rooming houses, boarding houses and University Residences are not explicitly covered by the *Landlord and Tenant Act*. You probably have no rights, and similarly no obligations until the new Act takes effect when roomers and boarders (but not Residences) will be covered.

**Agreement to lease** These are binding contracts. Some landlords (especially Realty Companies) have forms which bind the tenant but not the landlord. Make sure you know what you're signing.

**Leases** If you reach an agreement, it's useful to get it in writing remembering, of course, that once you sign a lease it is binding on you as well as the other party. A form lease is not an all-or-nothing proposition. Read it carefully. If there is anything you disagree with treat it as negotiable.





Any special agreement you may have with the landlord (e.g. the provision of parking, repairs, etc.) should be put in writing. It can be worthwhile to have someone with legal training take a look at the lease before you commit yourself. Ottawa U. Legal Aid will be happy to oblige. Keeping (and having the landlord sign) a checklist of the condition of the unit, appliances, etc. may also be useful to avoid future disputes.

**Eviction** There is a persistent (and incorrect) idea that a landlord cannot evict you during the winter. In fact, a landlord can apply at any time of the year for a "writ of possession" (eviction order). On the other hand, she/he cannot unilaterally decide it's time for you to move along. The decision is up to the court, or, in the future, the new Residential Tenancies Commission, even if you do not have a lease. The landlord must give you formal notice in writing advising that she/he is seeking a court order and the reasons why. Acceptable reasons would include repeated failure to pay overdue rent, serious damage to the premises, endangering or interfering with the rights of other tenants. Not getting along, or not being an ideal tenant, are not enough. You have "security of tenure" even without a lease.

In any case, you have the right to appear at the hearing and counter the landlord's claims. Get advice and representation if possible.

**Subletting** If it seems that you will have to vacate before your lease runs out (and many students do move for summer jobs) make sure you know your rights. According to the old Act, your landlord cannot "unreasonably refuse" the right to sublet or charge you a sublet fee beyond her/his actual expenses. In practice, a \$50 sublet fee is common. The new Act strengthens this situation in your favour. Bear in mind, too, that when subletting you may remain liable under the original lease. In effect, you become the intermediary between the landlord and subtenant. Some landlords are willing to sign a new lease with the subtenant through which procedure you are released from any further liability. If not, get your agreement with the subtenant in writing. A parent's address (if your subtenant is a student) and/or an address at work may also help.

**Legal Aid** All of us, at one time or another, find ourselves facing situations

where we need legal assistance. The following are places in Ottawa where you can get advice.

**Ontario Legal Aid Plan** Under the Ontario Legal Aid Act a low income person can obtain a certificate which is accepted by participating lawyers in lieu of payment. There is no charge to the applicant unless, on assessment, it is determined that you are financially able to pay a part of the costs.

Applications may be made through the Legal Aid Area Office (238-7931), a lawyer practicing in the Ottawa-Carleton judicial district, or by Duty Counsel present in Remand Court or in Juvenile and Family Court.

Legal Aid also operates a number of clinics, at various times and locations around Ottawa, where lawyers are available for consultation *free of charge*. For information on times and locations of these clinics, call: Ontario Legal Aid Area Office, 126 York Street, Ottawa, 238-7931

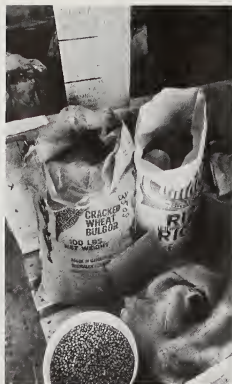
**Quebec Legal Aid** If you live in Quebec or have legal problems in that province, there is a similar service available. Call: Community Legal Centre of Outaouais 155 Rue Principale, Hull, Quebec, 771-7352.

Assistance is available in English as well as French.

**Student Legal Aid** The Law School of Ottawa University runs a legal aid clinic staffed by students (105 Copernicus, 231-5855). This clinic is available free to Carleton students, and other low income people. The clinic, using mainly second and third year law student volunteers, gives legal advice, handles civil actions (e.g. landlord-tenant disputes) where the value of the claim is below \$1,000, traffic court cases, and the like.

**Lawyer Referral Service** The Law Society of Upper Canada can give you the name of a local lawyer with whom you can consult for about half an hour at a nominal charge of \$10. You may wish to retain this lawyer to act for you afterwards — at the normal rates. Definitely check out the other available sources first if you have no money and/or an emergency on your hands. For information call 233-7386.

If you are on campus and need legal assistance, try the **Office of the Ombudsman** (231-6717). In certain cases, we can help and of course it's free.



**Library** The MacOdrum Library, located on the Quad, is the main library on campus. The various Divisions, Humanities, Social Sciences, Engineering and Documents, are to be amalgamated this year with one central card catalogue on the main floor. Computer listings, near the Circulation Desk, tell you if a book is out on loan and the due date.

On average, books may be borrowed for two weeks by undergraduates but, if you bring the books in, you can renew them. Graduate and Fourth Year students have four weeks but you must make this clear when you first get your library sticker by showing your registration contract or other proof.

Books in great demand are restricted to overnight or five day loans; some books are on reserve and can only be used inside the library for a few hours at a time.

The fines are substantial for overdue books (20¢ a day or more). There is a \$2.00 charge for billing by mail and such bills must be paid at the Business Office (Administration Building) rather than the Circulation Desk.

Your University I.D. card is your library card; when you use the Library the first time have the Circulation people put a

sticker on your card. If you lose it, notify the Library right away. Otherwise, you will be liable for any books taken out on your card.

The Library provides information on its holdings and procedures in the form of booklets and conducted tours every Fall. Go along; the tour can save you many wasted hours later on. It is also a good way to learn about special holdings like the microfilm area, the slide library, and audio room.

Copies of exams for the last three years are kept on tables on the main floor. Older exams are in the Carleton Archives (4th Floor).

There are numerous departmental libraries and reading rooms. Check out those that interest you. They are listed in *Resources for Courses* (available at Information Carleton).

Finally, please don't steal or damage the books. The library is underfunded already. The penalties, if you're caught, will be heavy. Even if you get away with it, the only people you hurt are other students.

**Lockers** Make sure you keep your receipt when you rent a locker at Registra-

tion (\$2.00). If, when you get to your locker, you find someone else's unauthorized lock already there, visit Administrative Services (the parking booth in the Foyer of the Administration Building, 231-3725). They'll take care of the problem but they need to see that receipt.

Remember theft is possible; you may not wish to keep anything too valuable in your locker. Locks can be purchased on campus at the Bookstore.

**Lost and Found** The campus Lost and Found operated by Security Services, is located in the Patrol office Room 203, Administration Building and can be reached at 231-4360 twenty-four hours a day.



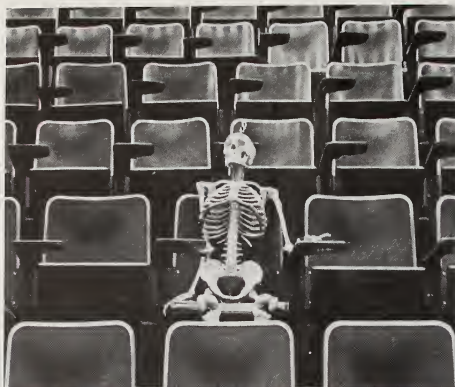
**Notaries** A notary includes any member of the bar qualified to practice in Ontario. One way to get a document notarized is to contact the Law Department at Carleton (Room D586 Loeb Building, 231-7540)

where someone is likely to help you but may charge you a few dollars. Another alternative is to attend one of the Legal Aid clinics in Ottawa where a lawyer will notarize a document for you free of charge. Call Legal Aid at 238-7931 for clinic times and places.

Quite often (for example, in an insurance claim) all you need to do is make a statutory declaration before a Commissioner of Oaths. In this case, call the Office of the Ombudsman (231-6717) and we can arrange for your document to be signed, again, free of charge.

**Nutrition** The first man who said "you are what you eat" was a German philosopher. He had a good point. Good nutrition is a sound investment both directly (eating well can reduce your food costs) and indirectly (you might suffer fewer illnesses). The Peer Counselling Centre (Room 502 Unicentre, 231-7476) has piles of pamphlets and other information to give away on the topic of nutrition. They can also provide referrals for more personalized advice. Health Services (6th Floor, Unicentre, 231-2755) can also provide advice and assistance.





Faced with the thousands of items in your local supermarket, it can be pretty hard to sort out what's good to eat from what only looks good on a label or a T.V. ad but is costly, unhealthy or both. Some general guidelines are listed below:

1. Avoid over-processed foods like fruit drinks or crystals (stick to 100% orange juice); pre-basted turkeys (you pay a lot extra for injections of oil, water and salt); highly processed breakfast cereals or other foods (like canned fruit) with extra sugar added.
2. Cut down on so-called "convenience" foods (often they're not all that convenient anyway) and read labels carefully. Avoid products that sound like they come fresh from the laboratory with a long list of food additives, artificial flavourings and artificial colours.
3. Use fresh vegetables rather than frozen or canned substitutes. When you cook your vegetables do so with as little water as possible and try to use the water left over in soup or gravy or to cook rice or steam or pan-fry them.
4. Buy brown rice (or converted rice) instead of white; brown bread instead of "enriched" white bread (but make sure it really is 100% whole-wheat). Other health foods are beans (high in protein and very cheap); skim milk powder (if you don't like the taste, use it for cooking), and, yes, that old stand-by liver. Invest in a few good vegetarian cook-books like *Diet for a Small Planet* or *Recipes for a Small Planet* to help you use your new health foods in ways as good or better than your old recipe for not-so-cheap-anymore hamburger. (It takes about 8 pounds of good vegetable protein to produce one pound of meat.)
5. Try to cut down on foods with lots of fat, starch, sugar or salt; concentrate on vitamins and proteins instead.
6. Avoid paying more for things like "natural" granola in a fancy package when you can make your own (try a Health Food Store that sells nuts and grains in bulk at reasonable prices) or "natural" vitamins (synthetic ones are just as healthy) or fancy-priced "organic" fruits and vegetables. Remember that honey or molasses are

just as fattening as sugar and that no food will "cure" you.

Finally, there's no need to go overboard. I once gave up breakfast altogether because I couldn't stand the idea of another spoon of brewer's yeast in my juice. It would have made more sense to stick to toast and eggs.



### Office of the Ombudsman

The Office was created eight years ago to deal with complaints and grievances from the community. We handle both internal and external problems either personally or by referral.

The scope of the Office includes problems with the University such as marks, fees, exams and appeals and extends to externals such as credit, U.I.C. claims and landlord-tenant disputes.

The Ombudsman is Jim Kennelly. The Assistant Ombudsperson is Dorothy Kent. We can be found in Room 511 of the

Unicentre or by calling 231-6717. If you call during the day, an evening appointment can be arranged.

Incidentally, the Office also publishes this guide.

**Other Universities (Letters of Permission)** Universities like the idea they're giving you a whole degree — not just adding their name to an assortment of courses taught all over the place. On the other hand, it is possible to get permission to take some courses at other universities towards your Carleton degree. To do this, find out what course you want to take and get permission to do so from your Registrar's Office (as well as your major department) before you register in it.

Full-time Carleton students can normally take one full credit course a year at Ottawa University without paying extra fees. Again, you must have prior permission in writing from your Registrar's Office. Check with Ottawa U. for registration and course change times.





**P****arking** Full-time and part-time students can purchase permits either at registration or at the Traffic Office (Main Floor, Administration Building). Prices vary from about \$53 to \$135 per year for full-time students, according to location and whether or not electrical outlets are provided. Part-time student prices also vary from approximately \$28 to \$48.

Along with your permit you are issued an access card. If you lose or break your card a new one can be purchased at the Traffic Office for \$2.00. If you return the access card a \$2.00 refund will be given to you.

If you do not have a permit and require parking space there are pay facilities on campus. Avoid parking illegally since Security Patrol Officers are very efficient at giving parking tickets; both those issued by the University (for those who have a valid permit) and City of Ottawa tickets. Your car may also be ticketed and towed away at a cost of \$15.

Tickets can be appealed if any person feels that the ticket has been wrongly issued. For Carleton tickets, written ap-

peals (within 10 days) should be sent to M. Stephens, Traffic Supervisor, Administrative Services, Administration Building.

If you are not satisfied with the appeal decision drop in to the Ombudsman's Office and we will put you in touch with the Student Appeal Board.

If you receive a City of Ottawa ticket you can either pay it on or before the date shown or, if you wish to fight it, you must await a summons and appear in court. If you pay the ticket and wish to appeal internally, you must include a copy of your receipt. Should you be successful, the fine paid will be refunded.

Any outstanding Carleton University traffic fine in a student's name is applied to your account. Release of final grades is conditional on payment.

Pamphlets outlining Carleton's traffic regulations are issued with parking permits or can be picked up at the Traffic Office. If you drive a car to school you should have some familiarity with these regulations. It will save you money!

**Passports** A passport is necessary for travel in most countries except the United

States (if you're a Canadian citizen). Applications for a passport can be obtained at any post office (including the one on campus). With the application, you will need two photographs of yourself. You can purchase these at Photographic Services, Room 105, Administration building, (231-6731). You also need an original copy of either your birth certificate or your citizenship papers and the signature of a guarantor who has known you for more than two years. Finally, you need a certified cheque or money order for \$12.

Since this is Ottawa, you can go down to the Passport Office in person at the Lester B. Pearson Building, 125 Sussex Drive (995-8481) and deliver your completed application. They say you can be processed in three working days (no weekends) but for safety's sake, give them a week or two. If you mail the application, expect the process to take a month.

**Peer Counselling** The Peer Counselling Centre Room 502, Unicentre (231-7476) is a student organized and run counselling service. Counsellors at the Centre are volunteers, usually students, who are trained in counselling skills and in-

formation provision. Training in areas such as sexuality, sexual identity, birth control, pregnancy, abortion, loneliness, stress and relationships is provided by personnel from Planned Parenthood Ottawa, the Royal Ottawa Hospital, the University of Ottawa and Algonquin College. The counsellors are then prepared to work with others on a one-to-one level, offering information, support, feedback, discussion of alternatives, and referrals to medical and social services when required. The Centre also distributes pamphlets on, for example, nutrition and alcohol and drug addiction.

The Centre's services are completely confidential and are offered free of charge, with no appointment necessary. The Centre is open Monday to Thursday 10:00 a.m. to 7:00 p.m. and Friday 10:00 a.m. to 4:00 p.m. Please feel free to drop by to talk, or have a free cup of coffee. *(Submitted by the Peer Counselling Centre)*

**Photography Club** The Photography Club, Room 512 Unicentre, is open to any student, staff or faculty member at Carleton. For the price of a membership (\$25 from September 7th to April 30th),



you have access to all sorts of complicated equipment with facilities for both colour and black-and-white photography. Workshops in the Fall and Winter terms provide instruction in everything from how to develop film or buy a camera to more erudite experiences in live model photography. These workshops are free to club members but you must be a member to attend.

The Club is open to you even if you've never done more than pose for a family snapshot. There is a loan pool available so you don't even need to own a camera to join.

Memberships may be purchased at the Students' Association office (Room 401 Unicentre, 231-4380). The hours of operation are 1 p.m. to 3 p.m. and 6 p.m. to 8 p.m. seven days a week. That's when you can get into the Photo Club — but, once there, you can stay on until the building closes. Summer memberships are also available for \$25 from April to September.

**Plagiarism** The Latin root of the word "plagiarism" means "to kidnap". Thus it means taking another person's thoughts, ideas, words or writings as one's own

without sufficient attribution.

The penalty, if you are caught, may be failure or even suspension.

Use footnotes carefully. Use quotation marks. Use your own words. Come up with some of your own ideas. If you're worried, check with your instructor. In short, avoid plagiarism. (See also "*Judicial System*".)

**Post Office** The Post Office is the second-hardest place to find on campus. (The hardest, invariably, is the right line in the middle of September registration.) It is located in the tunnels between the Tory Building and Paterson Hall. In other words, if you leave the Unicentre through the Tory Link and turn left, it is straight ahead at the end of that stretch of tunnel. If this sounds as clear as mud, just ask someone to point it out to you.

The Post Office is open on weekdays only from 10:00 a.m. to 3:00 p.m. Aside from buying stamps, registering mail or sending parcels, you can also buy money orders and pick up income tax forms and passport applications. There is also a mail box near Residence (across the road from the McKenzie Engineering building) and a stamp machine (not always full) in the

Unicentre store which is open during the day and in the evenings from Monday to Thursday in the Fall and Winter Terms. Check the phone book for the location and hours of operation of off campus Post Offices. Many small variety stores or confectionary shops around the city are equipped to sell stamps and/or mail letters or packages.

**Pregnancy and/or Abortion** The best alternative to an unwanted pregnancy is birth control. Birth control methods can fail however and almost everyone can act thoughtlessly. In either case, pregnancy may result.

The most important thing to do if you suspect you may be pregnant is to make sure by seeing a doctor who can arrange for you to submit a urine sample to a reputable lab two weeks after a missed period or 40 days after your last period. Other options (dropping into a pharmacy or do-it-yourself kits) are less reliable and no cheaper.

There are many reasons why you may have missed a period. Stress, a change of climate or location and the effects of birth control pills are some possibilities. It is also

possible for lab tests to mis-diagnose pregnancy and provide false positives or negatives. Stay in touch with your doctor and, before you make a final decision, have a thorough internal examination.

There are various courses of action open to you if you are pregnant. You can carry the pregnancy to term and keep the child; you can carry the pregnancy to term and put the child up for adoption; or you can end the pregnancy by therapeutic abortion.

Any decision will require thought and planning. In particular, abortion becomes dangerous and difficult after the first three months and unlikely after the sixth month.

The law in Canada permits therapeutic abortion for mental as well as physical health reasons. Not all hospitals have Boards (necessary to authorize each abortion) and not all doctors are willing to perform or encourage the exercise of this option.

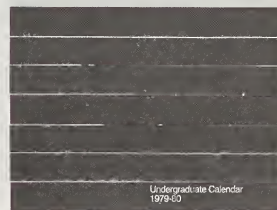
What is most important is to gather information as quickly as possible. Health Services (6th Floor Unicentre, 231-2755) and the Peer Counselling Centre (Room 502 Unicentre, 231-7476) are useful places to start. Whatever agency or information source you use, make sure you are making up your own mind. Don't hesitate to say







Carleton University



handy timetable for classes. Compiled by and available from the Women's Centre, Room 504 Unicentre (231-3779).

**Communitas:** The Residence handbook. Published by Student Housing Office and the Rideau River Association. Available from The Housing Office (231-6395) or The Residence Association (231-3808).

**Course Guide:** Published by the Education and Research Office of CUSA and listing most Q-year, first and second year courses. A good book to flip through before you make a final choice. Available from CUSA (231-4380).

**Guide for Handicapped Students:** A guide to building accessibility and resources compiled by the Quest Club of Carleton and available from the Dean of Student Services, Room 501, Unicentre 231-3723.

**Resources for Courses:** A guide to typewriters, equipment, calculators, collections of books, slides, catalogues and almost everything available as a resource for course work. Compiled by the Office of Instructional Development, and available from Information Carleton (231-7177).

**Staff Telephone Directory:** Not really intended for students but very useful if you have a complicated question to ask. Most offices have one. Take a look and jot down some numbers.

**The Student Directory:** The name and phone number of every student registered at Carleton. You may opt out of the Directory by signing a request at Registration or by seeing CUSA, the publisher, Room 401 Unicentre (231-4380).

**The Charlatan:** The weekly student newsmagazine. Available on Thursdays at locations around campus. Compiled in Room 531 Unicentre (231-4480). Volunteers are always needed.

**This Week at Carleton:** The University weekly. A little dry but a good source of information especially about changes in University policy, committee meetings, etc. Compiled by the Information Office (231-3600) and available around campus.

**N.B.** Other Offices and parts of the University publish information. In particular, the Library offers a number of guides for use in various disciplines as well

as library tours which are well worth taking. Most departments and schools also offer guides, course lists, and other material. Check them out.

#### Off Campus

**Citizens' Guide to Ottawa Recreation and Parks:** Free from the City's Recreation Branch, Brewer Park, 214 Hopewell Avenue, 563-3222.

**Directory of Community Services, Ottawa-Carleton, 1979:** Available from the Community Information Centre at 238-2101. Costs about \$5.

**Income Tax and the Student:** Available free from the District Taxation Office, 360 Lisgar Street, 996-8340.

**Our Bodies, Our Selves, A Book for and By Women:** Available at bookstores (at about \$6) and from the Peer Counselling Centre at 231-7476.

**Self-Counsel Series** of books on Ontario law especially *Fight That Ticket in Ontario*, *Small Claims Court Guide in Ontario*, and *Civil Rights in Canada*. Books cost from \$2.95 to \$9.95 and are available at the

Carleton Bookstore. (N.B. Remember: laws change and publications do not replace competent legal help.)

**Toronto Community Law Program Publications** (including *Income Tax*, *Making A Will*, *Small Claims Court*, etc.). Cheaper (\$2.00 each) and as useful as the Self-Counsel Series but available only by writing to 105 Davenport Road, Toronto, Ontario, M5R 1H6 or calling (416) 965-5183.

**Women on Welfare:** Available on a limited basis from the Carleton University School of Social Work at 231-3705.



**Rape Crisis Centre, Ottawa-Hull** The Rape Crisis Centre (at 238-6666) provides a 24-hour emergency telephone line, as well as person-to-person support, accompaniment through medical and legal procedures if desired and in-depth individual, family and group counselling. (See also "Security".)





**Registrars' Offices** The Registrars' Offices are a key link between students and the University. These offices register you in your courses, maintain your academic records, administer numerous University regulations and handle the paper work for dropping courses, changing sections, changing Majors, writing supplementals, obtaining a transcript and filing a new address. The offices administer decisions on course load, promotion, probation, accelerated progress, eligibility to register or to graduate, letters of permission to take a course at another university and so on.

The Registrars' Offices are staffed by Assistant Deans, Registrars, Assistant Registrars and Records Officer/Counsellors. They are there to explain the regulations, guide you through the red tape and help you prepare requests for special consideration or appeals. Do not be intimidated from making an appointment to see them. If you settle for a form or advice from another source, you may miss out.

Registrars' Offices are:

**Arts and Social Sciences:** 312 Paterson Hall, 231-6690 (Assistant Dean and Registrar: Jim Jackson, Assistant Registrar: Carol Dence, Counsellors:

Muriel Foulger and Joel Nordenstrom) Counselling Appointments: 231-7407

**Science:** 212 Herzberg Building, 231-5571 (Registrar: Ruth Lifeso)

**Engineering:** 353 McKenzie, 231-4313 (Registrar: D.W. Goss, Assistant Registrar: Susan Cotter). N.B. Industrial Design and Architecture students should contact their respective Schools.

**Continuing Education:** (Special Students only) 302 Administration Building, 231-6660 (Registrar: Keith Alnwick)

**Graduate Studies:** 215 Paterson Hall, 231-4403

**Rent Review** Some of the major provisions in the Rent Review legislation entitle you to at least 90 days notice of any rent increases; a 6% guideline for rent increases; applications filed at least 60 days in advance of any increase over 6% and only one increase in any 12 month period. This increase, by the way, is on a per-unit basis so if you're taking over a lease or moving into a new place, your rent can't be increased until at least 12 months after the last such increase took place. In any case, you are entitled to an investigation and, if necessary, a hearing from the Rent Review

Board, 265 Carling Avenue (238-5055) over any irregular or illegal rent increases. Don't be afraid to fight a rent increase over 6% but do obtain assistance first. (See "Legal Aid" and "Office of the Ombudsman".)

The current legislation has been extended to December 1979. A Standing Committee of the Ontario Legislature is considering a new law which will replace both the Rent Review Act and Part IV of the Landlord and Tenant Act which deals with residential tenancies. Among other things, the new law will establish one Commission to deal with all landlord and tenant disputes.

For more detailed information, call the Rent Review Office (238-5055) or the Office of the Ombudsman (231-6717). (See also "Landlord and Tenant Relations".)

**Residence** The on campus housing programme at Carleton provides accommodation for 1,330 students in a distinctive setting.

Because accommodation is located on campus, residence students are close to all other facilities and services of the University via tunnel or outdoors. The residence cafeteria dining service, which provides

lunch and dinner and is compulsory for residents, eliminates food concerns.

For additional information, call the Housing Office at 231-6395.

Life in the residence community provides a base for social interaction through the contacts students make through roommates and those who live close by. In addition, the programmes and services offered by the Rideau River Residence Association serve to heighten student participation in activities which can be socially and educationally beneficial. (Submitted by Housing and Food Services)

**Residence Association** This is the residence students' Association which provides representation and support services for its members (residence students) as well as sponsoring activities, entertainment and programmes most of which are open to all Carleton students. Drop by and find out what's going on in the Commons Building. The R.R.R.A. phone number is 231-6395.

**Résumé Writing** These days, when employers may receive dozens or even hundreds of applications, a well-written



résumé can mean the difference between a polite rejection or an interview which could be the first step towards a job. An effective résumé should be well-written and proof-read for spelling and typographical errors, typewritten, well-spaced and easy to read. It should also be as complete as possible. Almost always, applications will be pre-screened before any interviews are held. In other words, you won't be there to add details or clarify the facts. Be brief but don't omit anything important.

It is usually useful to lay out your résumé under headings such as "Personal Information" (name, address and telephone number, Social Insurance Number, etc.), "Education", "Working Experience" and "Other Activities". The most common method is to list your experience in reverse chronological order i.e. most recent job first and least recent job last. It helps to use point form or short sentences to ensure brevity.

Vary this format to highlight your strengths and, perhaps, disguise your weaknesses. Aside from related work experience, an employer will be looking for specific skills (such as use of machinery or computers, languages, typing) and for personal suitability (attributes such as

reliability, co-operativeness, or the ability to work independently).

Sometimes a single line is self-explanatory, e.g. "Carleton University, Mechanical Engineering, B.Eng. expected May 1980". On the other hand, a student majoring in English who has taken two or three computer courses, should probably mention this. Specify if you have won a scholarship or an award. If you are writing an Honours thesis or doing a special design project, mention the topic.

Often, you will want to write a specific résumé for a job where you think your chances of being considered are strong. In such a case, you can emphasize very specific courses or very specific elements of a job which you think will fit in with your prospective employer's requirements. It also helps to phone or write for a job description and to base your résumé on the details of that description.

When writing about your work experience, remember that unless you were working for the same employer, the person reading the application won't know any more about the job than what you tell her/him. A job title like "Clerk 4" or "Counsellor" will not mean very much. Look at your résumé as if you were an in-

terviewer asking questions such as: did the job involve supervising others? did it involve spending or control over money? or supplies? did it involve a promotion from one level to another? did it involve contact with the public? Listing all your responsibilities, in point form, may help the employer to judge whether you are the best person for the job.

Again, emphasize your strong points. For instance, if you worked for a few years before coming to Carleton, you might want to list "Full-Time Employment" first and then describe your part-time and summer jobs. Alternately, you might want to list one or two especially relevant or responsible jobs first under a heading like "Career Related Employment".

Many sorts of experience do not fall precisely under either formal education or employment but are relevant to a prospective employer. For example, you may have worked with children or in prisons as a volunteer; you may have been the president of a club or on the executive of a student organization; or you may have written copy for a local community newspaper. List all such experiences since they tend to show useful skills as well as the range of your interests. Even outside hobbies may

be worth noting.

At the end of your résumé, you may provide the names of references or, if you prefer, you may simply write that references are available upon request. In any case, make sure you have the explicit permission to use any individual as a reference.

In general, it's a poor idea to lie in a résumé or to inflate your experiences too widely out of proportion. On the other hand, do be positive. Provide the prospective employer with every possible reason to take you on. An average résumé can be between two and five pages in length.

For more personalized concrete help in putting together a résumé, contact the Canada Employment Centre (231-2600) or University Counselling Services (231-4408).

**Rules and Regulations** Rules may change in the specific but the general situation remains constant. So, we'll repeat what we've written in *Survival* for years:

"Being a student when rules are involved is analogous to being a licenced driver. Because you're doing it, the system assumes you know all the laws. You cannot get off





the hook by feigning ignorance. If you miss the last date for dropping courses, the system will not reconsider on the grounds you didn't know."

As a result, it is important to get to know what the rules are. Read the *University Calendar* carefully; read it twice. Most of the important University-wide rules are here. Ask your department about any additional regulations. Since rules change and not all are printed, talk to your Registrar's Office (see "Registrars' Offices") if you are uncertain or making a major decision. Have an interview with the Registrar, Assistant Registrar or Records Counsellor. Do not just take the word of someone behind the reception counter.

All the above is true, although maybe with less impact, of rules in the Library or Parking. Get to know them before you are caught.

Learning the rules is complicated by the fact that they are not all codified in one place. But if you could never have known (i.e. if a rule isn't on paper anywhere) then you have a good case for an appeal. Similarly, a major unexpected event which stops you from complying with a deadline may be acceptable as an excuse.

In other words, the system is not ab-

solutely inflexible. Exceptions are allowed, but if you have an appeal get in touch with the University immediately. (See "Appeals".)

The University is private property. This allows it to do such things as tow your car or ban people from buildings or the campus. If you are caught stealing a book or breaking up the furniture on a Friday night, you are liable for criminal prosecution (which means the police, court and a possible record) as well as under the University's Judicial System. (See "Judicial System".) If you think you are being accused or penalized unfairly, contact the Ombudsman's Office.

The rules exist to protect students as well as the University. You may want to sit on the chair or read the book that's been ripped off. As well, you have (or should have) a role in setting the rules. Regulations do not just happen; they are made. Contact the Students' Association (231-4380) or its Education and Research Office (231-7158) to get involved. Rules that seem needless or unfair will only change if you become concerned with changing them. (See also "Appeals", "Judicial System", "Plagiarism" and "Exam Regulations".)

## S

**Security** Carleton has about 15,000 full and part-time students, a few thousand employees, an unknown number of daily visitors, acres of space, twenty-four buildings, two and one half miles of tunnels and about twenty-nine patrol people dividing three shifts per day.

Security is almost entirely up to the individual.

Carleton is as safe or safer than any part of Ottawa. However, like any part of Ottawa, it is not without crime. Rape, assault, theft and so on do occur occasionally, so don't accept the assumption that you are immune to crime because you are on university property. Take any normal precaution that you might take elsewhere.

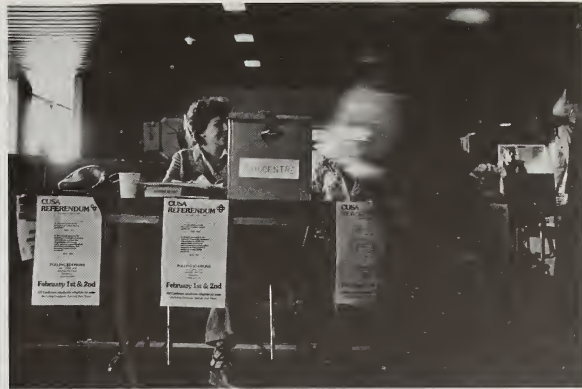
**University Security** If you are involved in anything that looks like a "police matter", call Security at 231-4444 (Emergency) or 231-4360 (Patrol Office). They'll respond immediately. Security personnel have a tough job. They deal with situations when we are unable to cope. Their jobs would be

a lot less difficult if we co-operated.

**Unicentre Security** As befits a student-operated building, the Unicentre hires student security staff known popularly as "Turnkeys". Their responsibilities include dealings with any person or situation which can be a threat to users of the building. Yew Lee is their boss. If you have any problems from 5 p.m. to 2 a.m. (when the building closes) or all day on weekends, call them at 231-6349 or drop by the Night Desk on the first level of the Unicentre. During the day call the CUSA office (Room 401 Unicentre) at 231-4380.

**Suggestions** Security is one area which concerns everyone. If you have suggestions for improvement or change, the place to go is the University Security Committee. The Committee can be contacted through the Office of the Ombudsman.

**Small Claims Court** Small claims court provides an arena for individuals to take civil actions (with jurisdiction up to \$1,000) in what was intended to be an informal, humane and relaxed atmosphere. You can present a case yourself or be



represented by an "agent" (e.g. Ottawa U Student Legal Aid or a friend) instead of a lawyer.

Unfortunately, it is the professionals (e.g. collection agencies) who seem to benefit most from small claims court procedures (less formal than higher courts) and speed (usually no more than three months until a court date).

Don't be intimidated from using the law but definitely get para-legal assistance first. Most defendants attend unrepresented — and many lose. Student Legal Aid at Ottawa U (231-5855) will be happy to help free of charge. If you choose to represent yourself, make sure you're prepared. There is a small claims court case book in the library as well as other material. Finally, if you are uncertain of what to do or where to start, drop by the Ombudsman's office (231-6717). *N.B.* Small claims court is listed in the phone book under "Government of Ontario". Small Claims Court No. 7 can be reached at 56 Sparks Street, 232-5408. (See also "Legal Aid".)

**Social Insurance Numbers** When they were introduced, Social Insurance

Numbers were meant to facilitate federal government social service programmes like Unemployment Insurance and the Canada Pension Plan. Now you are also expected to have a number to file for an income tax credit or to cash a Canada Savings Bond. In one province, you need a number from the time you are born.

If you want a S.I.N. or have lost your old card, applications are available at the Canada Employment Centre (Room 508, Unicentre, 231-2600).

A number of private businesses (oil companies or the credit offices of department stores for example) also seem to want our S.I.N. numbers these days. Technically, there is nothing against the law about this. Then again, technically these businesses shouldn't have access to personal information the government may possess about us. If you value your privacy and encounter a situation like this, try calling a Member of Parliament or the Regional Civil Liberties Association (238-7368). Often, if you just suggest you are about to make some phone calls, the company will back down and accept other identification.

**Student Services** Just before we went

to press, it was announced that the Office of the Dean of Student Services would remain open until at least December 31, 1979. The Dean is still Norm Fenn (Room 501 Unicentre, 231-3723). He co-ordinates many aspects of student life on campus, especially the "life style" element of Residence affairs.

Drop by and see him. Often he can cut through red tape on a student's behalf.

**Students' Association** Hi, and welcome to the group! We are the 79-80 version of the Students' Association. My name is Mike Walsh and I invite you to come and meet the people who work around the office here.

We are in Room 401 Unicentre (our very own building). It may look formal, official and intimidating from the outside, but it's really quite insane once you get here. Come and ask for me and I'll show you around (and maybe our coffee machine will be working too!)

Our fearless leader and President, Kirk Falconer, was elected last February. He's a hangover from the year before when he was Vice-President (yes, our hierarchy is alive and well) and holds the whip to the Vice-

President this year.

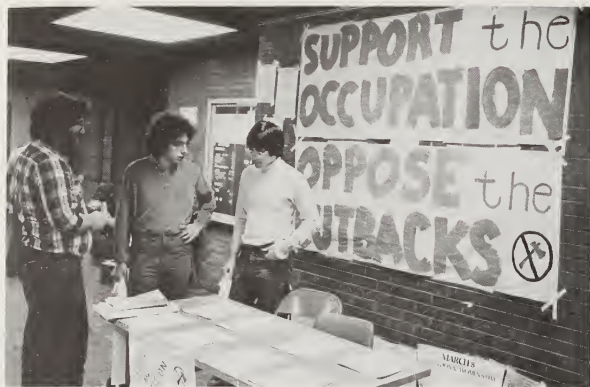
I am one of six V.P.'s who work with the other elected faculty representatives. Together we form the council of the association, working for you, and, we hope, with you for the year to come.

What do we do with all these executive-types and offices? Just three things: We help run the University, we provide student services for ourselves and we lobby the different government bodies to maintain and improve the education system. Frankly, we do a better job of it than about any other students' association in the country (a little back slapping there) and we seem to be improving.

**Running the University** Carleton is a little different in that students here have a hand in running the University. The Senate runs the academic side of the University and the Board of Governors holds the purse strings.

We may soon hold over one third of the seats on senate and *up to 12 of 48* on B.O.G. What kind of things come from this? This year we finally won the right to supplemental exams, a second chance at no penalty should you blow an exam the first time. The seats in Senate and B.O.G. are





open to all by election. How would you like to hold the purse strings around here?

**Services** Pubs, parties, clubs and societies are all funded and run by us. Some activities are just fun and relaxing (Winter Madness) and others are very important to fulfilling our needs such as the Peer Counselling Centre or Information Carleton.

Still others are a complete learning experience in themselves, e.g. *The Charlatan* and CKCU-FM. All the doors are open. Take advantage of the things available and you'll get more than you bargained for.

**Politics** It used to be that the Provincial and Federal governments thought it was important that people go to University for an education, regardless of how the job market looked. No more. We are in the midst of a long and hard fight to keep the doors of Universities open to all students, regardless of income. We are losing students every year, and many Colleges and Universities will soon be closed to everyone unless this course is changed. For those who do make it, professors, staff and materials are declining at a faster rate than students. The Ontario Federation of

Students and the National Union of Students, of which we are all members, are the voice of protest. A lot is going to happen this year.

On a less threatening note, we also work with the city government to get cheaper student bus fares and co-ordinate some activities.

Well, that is a rough idea of what our Association is. A complete rundown on what the Association does is provided in the Handbook which will be available at the office and at registration in September. It so happens that a lot of us in the Association don't deign to "get involved" in what happens here. I hope you will. I know that I've gotten a lot out of it. See you soon! *(Submitted by the Students' Association.)*

**Study Skills** Getting through school can be hard work and, of course, you are the one who has to write the exam, read the textbooks, do the research, hand in the essays and so on. If you start feeling overwhelmed, however, don't give up. A number of services on campus exist to help you. It's a good idea to check these out early — before you find yourself panicking about mid-term exams and final

assignments. Remember, too, that if there's anything in the subject matter or content of a course which you don't understand, a good place to start is by asking your prof. Talk to her/him after class or in regular office hours. All instructors have to choose, and post, a few hours a week when they will be available to talk to students. Think about the following services as well. Some are free; others involve a minimal charge. In all cases, the personnel are experienced and competent to help in the specific study skill area.

1. The **Writing Tutorial Service** offers one-to-one tutoring, free of charge, to any student registered in any Carleton Faculty. Instruction emphasizes the practical aspects of writing with help for work in progress and work already completed. For information call 231-6749 or try 231-3847 (English Department Secretariat).
2. The **Mathematics Tutorial Centre** provides a free drop-in service, primarily for students in Math courses but open to any Carleton student who needs assistance in the area of Mathematics. For more information, call 231-5500 or try the Mathematics Department Secretariat.
3. **University Counselling Services** (Room 1201, Arts Tower) co-ordinates a series of study skills courses throughout the year in seminar or workshop format beginning September 21, 1979. Effective reading (\$25), Essay Writing (\$15), Effective Speaking (\$15), and Systems for Study (\$10). For more information, call Counselling Services at 231-4408 or register in 1201 Arts Tower.
4. The **Learning Assistance Service** also provides individualized help, based on your expressed interests and diagnostic tests, to overcome study difficulties and improve the skills you already have. This service is free to Carleton students. For more information, call the Reading and Study Skills Counsellor at 231-4408, University Counselling Services, 1201 Arts Tower.
5. The **Students' Association (CUSA)** sponsors a speed reading course with sessions offered on a regular basis throughout the year. The cost this summer was \$42. For more information call the CUSA office at 231-4380 or drop by Room 401 Unicentre.
6. Finally, Carleton offers a more formal programme of training in **English as a Second Language**. Both session-long and



intensive courses are offered at three levels of proficiency. The fee is as high as for regular credit courses. For more information call the English as a Second Language Programme, Linguistics Department, at 231-5657 or 231-5573.

**Supplemental Exams** This whole area is under review by Senate, but right now it is somewhat confusing. First there are "Special Supplemental Exams", i.e. an exam set if you are in hospital the day you should have been writing it, break your leg on the way into the Gym, etc. In such cases, contact your Faculty Registrar (and your instructor) as soon as possible. The University is pretty reasonable about this sort of situation. (See also "Deferred Exams").

Things change when we get to supplementals, i.e. grade-raisers (if you passed the course but need or want a higher mark) and supps. for a course you failed with an "F" rather than an "FNS".

The rules vary greatly by Faculty (and in two cases by School). They may even vary by what course you registered in (e.g. there is no clear line between an "F" and an

"FNS".) Read the following pages of the *Calendar* carefully for details:

**Deadlines and Dates:** pp. 10-12

**Rules and Regulations:** Arts and Social Sciences: pp. 63-64; Science: pp. 334-335; Architecture: p. 301; Industrial Design: p. 319; Engineering: p. 276.

To apply for a supplemental, fill out a form at your Registrar's Office (see "Faculty Registrars' Offices"). Each application costs \$10. The deadlines are rigid, so apply on time.

If you're having trouble with the rules, call the Ombudsman's Office (Room 511 Unicentre, 231-6717).



**Telephones** Bell Canada says that it no longer charges students a deposit just because they are students. What they may request (unless you are a "known poor credit risk") is advance payment to be applied against your first monthly bill. If you have had a phone before (even in another

city) or if you can get a letter from someone (with an account in good standing) vouching for you, you should be able to avoid even advance payment.

Like many administrative policies, this may break down under the discretion of the local service reps. If you encounter serious resistance here (or with disputed bills) try asking for the local Commercial Manager or Vice-President Services at 567-3500.

**The Charlatan** *The Charlatan* Room 531 Unicentre (231-4480) is Carleton's student newsmagazine. It appears every Thursday during the academic year.

Funding for the paper is provided by the Students' Association (CUSA) through an interim body called the Joint Board and through advertising revenue. Editorial content is the responsibility of the editorial board whose names are listed each week in the masthead. Editorial decisions are collectively made by this group and the general staff. An open editorial board meeting is held every Friday to discuss the next week's paper and related matters. The editor-in-chief acts as the central coordinator, resource person and referee.

Anyone can become part of *The*

*Charlatan*. If you want to write news, sports or feature stories, review the arts, draw graphics, take photos, edit copy or help in the production of the paper you are urged to come to *The Charlatan's* office.

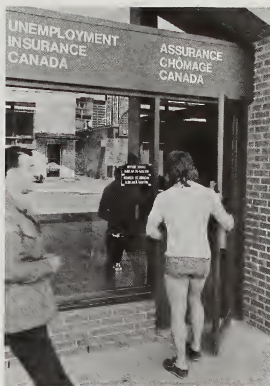
In the fall *The Charlatan* will be conducting recruitment drives to organize new staff for the year. During orientation week there will be a *Charlatan* table in the fourth floor Unicentre. If we miss you, be sure and come to our General meeting which will be announced during the first week of classes.

A full member of the national university student news co-operative, Canadian University Press (CUP), *The Charlatan* sends and receives news stories from across Canada. Watch for the (CUP) notation in the first line of these stories.

*The Charlatan* does make mistakes, but it also tries to learn from them. To make sure *The Charlatan* never becomes what its name implies, come up and become a part of it. (Submitted by "The Charlatan")

**Tuition Fees** Due to Ontario government policy, tuition fees are up this year. The new information is not on p. 48 of the *Calendar* where it should be due to printing





deadlines. An insert should cover the new fees, but here they are just in case. Remember, this is *not* an official University document. For the final word, call the Business Office at 231-3762. Foreign student fees are unchanged at \$1,500 (full-time) or \$300 per course (part-time). (See *Calendar* for details on exemptions.)

**Full-time Undergraduate Fees** (4 or more courses, Sept. to April)  
Arts, Social Science and Journalism: \$840  
Commerce, Qualifying Year, Special: \$855  
Music: \$865  
Science: \$850  
Engineering, Architecture, Industrial Design: \$900

**Part-time Undergraduate Fees** \$164 per full credit course.

**Full-time Graduate Fees** (per term; normally continual full-time registration required.)  
1st Year M.A., 1st and 2nd Year PHD: \$400  
2nd Year M.A., 3rd Year PHD: \$213  
Qualifying Year Arts, Journalism, Public Administration: \$420  
Qualifying Year Science: \$425

Qualifying Year Engineering: \$450



**Unemployment Insurance** It can be frustrating to be out of work. It is almost as bad to try to explain how unemployment insurance functions.

New amendments have made the Act even more complicated and mainly work against young people, women and seasonal workers.

Being out of work is no one's fault. In the Ottawa area alone, there are 30,000 people "officially" unemployed; needless to say there are comparatively few vacant jobs.

In other words, don't feel you are alone. But do make sure whether or not you are eligible to collect U.I. Many students are eligible for benefits during the summer or while studying part-time.

The following is a very rough outline of the rules. For more detail contact the nearest Unemployment Insurance Office or, if you encounter resistance, call the Of-

fice of the Ombudsman (231-6717). We may be able to help.

**Benefits** Since January 1979, benefits (the amount you collect) are 60% of your "insurable earnings". (Down from two-thirds.)

**Hours of Work** Almost no one working less than 20 hours a week is eligible for U.I. any longer. (If you're paying premiums, ask for a refund.) Among others, Teaching and Research Assistants (nominally working 10 hours or less) won't be able to collect.

**Entitlement** You must be "actively searching for work" every day you collect, so make sure to keep a detailed record of job hunts. Try to contact a couple of employers a day, even if it seems useless. Disqualification (see below) can be the result if you don't. Married women are especially liable to be challenged.

**Disqualification** After you begin a claim, you have to wait 2 weeks before you collect. Your first cheque may take longer, but there are no benefits for those 2 weeks. If you quit voluntarily, were dismissed or

turn down a job you can be disqualified for an additional 6 weeks.

**Sickness/Maternity Benefits** You must work 20 weeks in your *Qualifying Period* (either the last 52 weeks or the time since your last U.I. claim began whichever is shorter) to collect sickness benefits or maternity benefits.

**Appeals** Appeals go first to a Board of Referees. Sometimes, you can appeal further to an Umpire (a federal court judge) or the federal court of appeal. Always try to get advice and, if possible, representation before you appeal. Try your Union (if you belonged to one), Legal Aid, or Student Legal Aid. At the very least, read a current copy of the Act and regulations and use the U.I. library on Laurier Street to search previous decisions of the Umpire for cases similar to yours.

**Working for the First Time** If you never had a full-time job before, you will probably need 20 weeks of full-time work before you can collect benefits.

**Looking for Work Again** The 20 week rule doesn't apply if, in the 52 weeks before



your *Qualifying Period* (see definition above), you had a total of 14 weeks of: (1) full-time work (2) U.I. benefits (3) sickness/maternity leave (4) unemployment due to a "labour dispute" e.g. strike or lock-out (5) provincial workers' compensation. Then you need only 10 to 14 weeks of full-time employment in your *Qualifying Period*. The figure is achieved on a regional basis; in the past it has been 12 for the Ottawa area.

**Collecting U.I. Again** If you end up needing U.I. benefits twice in one calendar year, you will probably have to work extra weeks (to a total of 20) to get back the second time. Find out about this before you accept a short-term job. Talk to a U.I. Officer about the details of the "repeaters" clauses.

**Unicentre** The Unicentre is operated by the Students' Association (*CUSA*). It's your space, so please take care of it. Repairs and replacements just end up being paid for by you and other students. If you see any trouble, or in an emergency, call the Turnkeys (student security) at 231-4380

(days) or 231-6349 (evenings).

The **Games Area** (pin-ball machines, ping-pong and pool for a small fee) and **Oliver's** the main campus pub (open daily from noon with entertainment and a cover charge Friday and Saturday nights) take up most of the first floor. There are also vending machines for a quick snack and the "**Old Music Listening Room**" (no music these days) available for meetings, studying, clubs or, by calling 231-4380, private rental.

The second floor is under renovation. A new licenced cafeteria is planned but, unless the food also improves, try bringing your lunch or going over to Oasis (ground floor Commons Building) where the food is cheap and excellent. Next door, Room 209, is **Mike's Place**, the graduate students' lounge open to everyone for a chat or a quiet drink. The **Main Hall** is used for major events or rental (231-4380). Finally, **Gus' Hair Salon** is trendy and competent with lower prices than downtown.

On the third floor is the **Arts and Crafts Workshop**. There's no elevator service to the 3rd floor so take the stairs for courses (cheap) in everything from pottery to print-making and woodworking. There is all sorts of equipment for you to use in-

dependently, an annual craft fair and more.

Visit the **Students' Association** offices on the 4th floor or **The Store** which sells stationery, magazines, canned food etc. at a break-even price. It includes the **Box Office** where you can buy tickets to concerts off campus, provincial bus tickets (at a student discount) and OC Transpo passes and tickets.

On the 5th floor are the Dean of Student Services, Peer Counselling, Women's Centre, *The Charlatan*, CKCU, the Office of the Ombudsman, Photography Club, Employment and Immigration Centre and on the 6th floor, Health Services. (All described elsewhere in *Survival*.)

The times always seem to be changing. A new Travel Service and a Cheap Record shop, for example, are planned. To find out if they're open, and for any other information about on campus events, deadlines and schedules, contact **Information Carleton** (4th floor Unicentre 231-7177). A "free phone", across from Info Carleton lets you make your calls (except long distance) free of charge.

## University Counselling Services

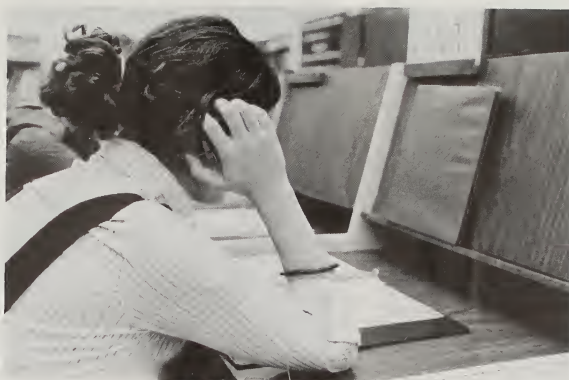
In your daily life at Carleton you may face personal, educational or vocational problems which can interfere with your life. If this is the case, University Counselling Services Room 1201, Arts Tower (231-4408) may be able to help. Don't "wait for things to work out"; the sooner you seek help, the faster you can resolve your concerns.

Three professional counselling psychologists are here to help you by providing educational, vocational, and personal counselling; assessing abilities, attitudes, interest and personality through a variety of psychological tests; offering a Learning Assistance programme, and providing educational and occupational information. These services are offered both individually and in groups.

The service is strictly confidential. No information will be released without your consent.

University Counselling Services is open to all members of the university community. Office hours are 9:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. For information or an appointment, drop by or call 231-4408. (Submitted by University Counselling Services)





# V

**Venereal Disease** This article is condensed from *The V.D. Handbook* available free from the following: Health Services, 6th Floor Unicentre, 231-2755; Venereal Disease Treatment Clinic, 250 Somerset Street East, 234-0747.

We could have condensed what we have to say into three sentences: (1) Even nice people get V.D. (2) Don't be ashamed to ask for regular check-ups even if your sexual activity is limited to one partner (3) If you are diagnosed as having V.D., it is your responsibility to inform (or to allow a medical agency to inform) all those you may have infected immediately so they too can be examined and treated.

**Gonorrhea** Transmission is by vaginal or oral-genital intercourse. Symptoms in 80% of women are non-existent; others may have green or yellow-green vaginal discharge. For men, 3 to 5 days after intercourse with an infected partner, there is a white or yellow creamy thick discharge seeping from the opening of the penis. Un-

treated infection, for both men and women, can lead to sterility. The prescribed treatment is penicillin injection or tetracycline tablets taken orally.

**Syphilis** Syphilis is usually, but not invariably, transmitted through vaginal or oral-genital intercourse. A condom is some protection against gonorrhea but not syphilis. The symptom of **primary syphilis** in women is a sore or chancre on the cervix or inner vaginal walls. Since the chancre is often not visible, many women are unaware they have been infected. After oral-genital intercourse, the chancre may appear on lips, tongue or tonsils. Occasionally it develops on minor scratches or bites. In men the chancre usually appears on the glans (head) of the penis or in the groove between the glans and the rest of the penis but it may also appear elsewhere on the penis or on the scrotum. If left untreated, the chancres usually heal by themselves after 1 to 5 weeks. However, the disease continues to develop and the person can pass the infection on to other sexual partners at any stage.

**Secondary syphilis**, unless there is treatment, develops with a generalized skin rash

which does not itch or hurt about 6 weeks after the appearance of the primary chancre. In some cases, lymph glands in the arm and neck become enlarged and rubbery but not painful. In about 25% of cases, there may be general feelings of ill health (with symptoms such as low fever, constipation, headaches, and pains in long bones, joints or muscles). Even without treatment all symptoms of secondary syphilis disappear in 2 to 6 weeks.

**Latent syphilis** develops if secondary syphilis is not treated. About two-thirds of untreated people live without any further symptoms of their disease. The remaining one-third develop **Late Syphilis** which can injure the heart and major blood vessels, the spinal cord and the brain and which often results in death. Late syphilis appears 10 to 40 years after infection.

Treatment for syphilis is penicillin injection in buttocks or tetracycline taken orally.

**Crabs (Pubic Lice)** Transmission is by close physical contact, intercourse, or sleeping in bed used by someone with crabs. The most obvious symptom is intolerable itching. Some people experience a rash. Lice or

their eggs will be found attached to pubic hairs. The treatment is local application of gamma benzene hexachloride available in drug stores as a cream, lotion, or shampoo under the brand name Kwellada. No prescription is necessary.

**Herpes Genitalis** Multiple blister-like sores, pain on intercourse, discharge and itching. Unfortunately there is no simple cure. Condoms are recommended and analgesics may help. A women with herpes should have regular annual pap tests and inform her doctor of her history during pregnancy.

# W

**Withdrawing** If at some point you decide you want to withdraw from Carleton, you should be aware of the following conditions. If you withdraw before February 22 (with the exception of first term half courses), you may do so without Academic penalty. After that date, you may find yourself with an "F", "FNS" or "ABS" notation on your



record. Further problems might arise in terms of re-admission either at Carleton or elsewhere.

Check with your Faculty Registrar's Office (or Office of Continuing Education if you are a special student) to find out about penalties involved in withdrawing late and to get the appropriate forms and directions on how to withdraw. Your notification of intention to withdraw must be made in writing to the Faculty Registrar's Office.

Remember as well, that there are financial repercussions involved in withdrawing. The pro-rated refund will be dated from the day you notified the Registrar in writing, not from the day you made up your mind and/or stopped going to class on your own. If you do decide to withdraw, definitely take the time to do it formally: both your transcript and your pocket book may benefit. The Business Office (231-3762) is the only reliable source of information on the refund system. The person in charge is Sam McAdam.

Finally, two points are worth noting. Appeals (in writing to the appropriate Faculty Committee on Admissions, Studies and Appeals) are possible for withdrawing belatedly under special circumstances, e.g. serious illness or family calamities. Alter-

nately, some of the situations which affect your decision to withdraw may be remediable. Financial aid, personal and/or academic counselling, study skills, and help in other areas is available. If you are interested in an appeal, find yourself bogged down in bureaucracy, or have some other serious problem, try the Office of the Ombudsman. (See also "*Fee Refunds*")

**Women's Centre** The Women's Centre (Room 504, Unicentre, 231-3779) is run by volunteers as a place to get together and talk, to exchange ideas and to gain support from other women. As well as its collection of books and journals, the Centre provides information on issues pertaining to women's groups. Formal courses are sponsored by the Centre, as well as exhibits of women's art, speakers, films, concerts and workshops. Through involvement in University politics, the Centre tries to deal with the unique problems women encounter in university. Special interest groups, such as one focusing on women returning to school, are also organized.

The Centre always needs more volunteers. If you have questions, suggestions or ideas, drop by.



**Zoetrope** You may have noticed by now that *Survival* has no "K" and no "Q". Our Design Director says we have to have a Z.

We tried zero (a cipher) and zoril (a quadruped) and zither (an instrument) and zoar (a sanctuary). Then we settled on "zoetrope" which means "wheel of life". It's your turn. Have a spin. We know you'll do more than just survive.



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(As a special service to students)

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Didn't get into Residence?  
Would you like a home away  
from home?

Or simply need a place to stay  
while attending Carleton?

Try the Off-Campus Housing Office  
located in Room 223/225 of the  
Commons Building. We have  
varied and extensive listings to suit  
your needs. We list rooms, flats,  
apartments and houses on bulletin  
boards outside the Housing Office.  
This enables you to view them 24  
hours a day. These lists are  
available year round.

**Come and see us. We may have  
just the place you are looking for!**

Save time spent in cooking and  
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purchases in the Oasis Snack Bar  
as well as Day-to-Day purchase  
of meals in the "One Price, All You  
Can Eat" Commons Dining Halls.

**Join now. Consult us for  
further information and prices.**

We are open from 8:30 - 4:30  
Monday to Friday during the summer  
and 9 - 5 during the academic year.

**WE ARE LOOKING FORWARD TO  
SEEING YOU IN SEPTEMBER.**

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Carleton University



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